



# STANDING ORDERS

OF THE

## School of Military Engineering

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BY  
COLONEL J. L. A. SIMMONS, C.B.,

1867.

REVISED BY  
COLONEL T. L. GALLWEY,

1875.



## COMMANDANT'S ORDER.

*THE following Standing Orders are promulgated for the guidance of Officers, Non-Commissioned Officers, and Sappers at the School of Military Engineering.*

*The Orders contained herein are to be conformed to by all concerned, and such extracts from them are to be read monthly on parade as shall ensure a knowledge of them by the Non-Commissioned Officers and Sappers doing duty at Chatham.*

*Every Officer at the School of Military Engineering is to provide himself with a copy of the Standing Orders of the Garrison, as well as with one of the Standing Orders of the School of Military Engineering, with the contents of both of which it is his duty to make himself thoroughly acquainted.*

*A copy of each of these Standing Orders, to which the Non-Commissioned Officers should have free access, is to be kept with the Books of each Company; Officers Commanding Companies are enjoined to use their best endeavours to get ~~these~~ Orders well known by those under their command.*

*By Order,*

*J. P. MAQUAY, Major, R.E.,  
Brigade Major.*





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## STANDING ORDERS.

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### OFFICERS.

1 The Commandant of the School of Military Engineering is invested with the command of all the Officers, Non-Commissioned Officers, and Men of the Corps at the School of Military Engineering, and of such Officers and Men of Her Majesty's Forces as may be sent to this School for Instruction.

The Commandant therefore enjoins upon all Officers and Non-Commissioned Officers doing duty at this establishment a strict and willing compliance with the orders and regulations issued for their guidance, and relies upon them to assist him in every way in their power in maintaining order and discipline, and in promoting the health and comfort of the men entrusted to their command.

2 Every Officer is at all times, and under all circumstances, accountable for the maintenance and observance of good order, and the rules and discipline of the service, according to the powers granted to him by his Commission; and it is his first duty to afford in these respects, to the utmost, aid and support to his Commanding Officer.

Officers generally.

→ The example of ready obedience, and of a zealous and cheerful execution of duty, given by the Officers of every rank, cannot fail to have the most beneficial influence upon the conduct and discipline of the Soldiers.

The character of the Corps for discipline and regularity at all stations, wherever it may be scattered, depends in a very great measure on the manner in which the military duties are performed at the School of Military Engineering.

The Officer who combines close attention to the comforts and interest of the Soldier, with strictness of duty and personal example, will secure the respect and affection of his men. There can be but one rule for Officers and men on duty, and while the Officer exacts scrupulous attention from those below him, he should remember that the same will be required of him.

Officers should regard their duty as primary to any personal consideration; punctuality of attendance at all parades and duties is one of the first principles of the service.

Discussion as to the propriety or utility of any orders issued by the Commanding Officer can never be permitted. It is impossible, at all times, for Officers to know the grounds on which they may have been issued, and the disclosure of them would often be both unnecessary and injudicious. Officers must also be well aware of the pernicious tendency of any remark on regimental orders or arrangements falling from them in the hearing of the Non-Commissioned Officers and men.

3 The Superintendent of Military Discipline and the Instructors can communicate directly with the Commandant at the hours set apart for them. All other Officers wishing to see the Commandant will apply through the Brigade Major.

4 When an Officer is ordered to another station, or for duty away from the School of Military Engineering, he will report himself personally to the Brigade Major before quitting the command. Officers joining or returning from duty will also report themselves to the Brigade Major.

5 The Dress Regulations are strictly to be adhered to in every respect. The uniform of Officers on arrival at the School of Military Engineering will be inspected by the Superintendent of Military Discipline, who will see that it is in strict accordance with the sealed pattern and regulations, and, when necessary, will require alterations to be made.

Officers of Royal Engineers holding appointments of Instructors and Assistant Instructors at the S.M.E. will wear "Staff Order" undress for Divine Service at the Garrison Chapel, and on occasions of official inspections and visits of the Schools and Works.

Officers under instruction at Field Works may wear the white jumper and overalls of the Serjeants' sea kit pattern;





they must never appear in this dress, however, at any of the parades for work in Brompton Barracks, or in the Mess.

**6** No Officer is to leave the Garrison without permission. Officers' Leave.

All applications for leave of absence for more than three days are to be made on the prescribed Form (see Appendix I.), recommended by the Superintendent of Military Discipline, or the Superintendent of the Course on which the Officer is serving, and to be sent to the Brigade Major for submission to the Commandant. Applications for leave from Officers attached to Companies must be initialed by the Captain of the Company to which the applicant belongs, and be sent through the Adjutant. The Officer is to give his address, and is not to go on leave until he has received an answer to his application.

Officers on returning from leave will report at the office of the Brigade Major, R.E., and if on regimental duty will also report their return from leave to the Adjutant.

Extension of leave is not to be telegraphed for except under the most urgent circumstances.

The Superintendent of Military Discipline and the Instructors of Courses are allowed to give Officers under instruction three days' leave of absence, and no Officer should procure a renewal of this leave except on application through the Brigade Major. Such leave will be shown in the Morning Reports, and be included in the periods allowed for the course. Officers under instruction applying for leave of absence are to state that they have paid their mess bills and the stoppage for quarters.

**7** Any Officer incapable, through illness, of performing his duty will send in a report to the Brigade Major, before 9 a.m., on prescribed Form (Appendix II). This report will be forwarded to the Surgeon, who will investigate the case, and, if necessary, place the Officer on the sick list. This will appear in Commandant's orders. In addition to the report sent to the Brigade Major, Officers reporting themselves sick will send a memorandum to that effect before 9 a.m. to the Officer under whom they are employed. Officers sick.

Officers on the sick list are not to quit their rooms or attend Mess, unless the Medical Officer may so specially recommend, in which case permission will be obtained through the Brigade Major.



On being taken off the sick list, an Officer must report himself at once to the Officer under whom he is employed, or to the Adjutant, who will return him at duty in the Morning Report.

Whenever an Officer wishes to be treated by a civil practitioner he will report his wish to the Brigade Major, that the Medical Officer of the Corps may be informed, and steps taken to obtain a sick certificate. This order will also apply to the Establishment servants.

8 Every Officer is required to furnish himself with the following books :—

*Queen's Regulations and Orders for the Army* (pocket edition).

*Royal Warrant for Pay and Promotion of the Army.*

*Field Exercise and Evolutions of Infantry.*

*Infantry Sword Exercise.*

*Rifle Exercises and Musketry Instruction.*

*Regulations of the Royal Engineer Department.*

*Mutiny Act and Articles of War.*

*Standing Orders of the Garrison.*

*Standing Orders of the School of Military Engineering.*

*Regulations and Instructions for Encampments.*

*Instruction in Military Engineering.*

*Instruction in Construction.*

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ommon.

9 Captains and Lieutenants of the Royal Engineers who attained those ranks after the 30th October, 1871, are required to pass the examinations prescribed by the Queen's Regulations, Sec. 4, to qualify for promotion to higher ranks.

Officers who have to pass this examination, and are sent to the School of Military Engineering for duty or special employment, will have to be examined during their stay at Chatham.

The Superintendent of Military Discipline, assisted by the Instructor of Military Law and History, will undertake the preparation of these Officers for the examinations.

Officers on first joining from the Royal Military Academy will have to pass the examination to qualify them for promotion to the rank of Captain, before they leave the School of Military Engineering. After they have served for twelve months they will be placed at the disposal of the Superintendent of Military Discipline to prepare for their examination.





**10** The occupation of Officers' Quarters is managed by the Brigade Major. Officers on arrival at the School of Military Engineering will be allowed choice of vacant quarters according to seniority, and the rules of the service (Q.R., sec. 15, par. 37).

Officers' quarters & servants.

Any Officer wishing to change his quarters must make application to the Brigade Major, when, if practicable, arrangements will be made through the Quarter Master for the exchange.

Officers of Royal Engineers in occupation of public quarters will pay the regulated stoppage quarterly to the Control Paymaster before the 15th of the first month in following quarter. Stoppages for quarters for broken periods due by Officers leaving during a quarter are to be paid to the Commissary of Barracks.

The Officers of R.E. leaving the S.M.E. on the termination of their course of instruction will produce to the Brigade Major the Commissary's receipt for the payment of the stoppage for quarters before they quit the command.

Officers living out of Barracks must leave their address with the Brigade Major, and give immediate notice of any change of residence.

**11** Every Officer who so wishes can be provided on arrival with an establishment servant. These servants are managed by a Committee (consisting of the Mess Committee and a Quarter Master), and are subject to rules and regulations which have been approved.

The servants' quarters are to be frequently visited by the Quarter Master, and any irregularity reported to the Brigade Major.

**12** The Brigade Major of Royal Engineers stationed at Chatham is the Staff Officer of the Commandant.

Brigade Major.

In addition to the regular duties of a Staff Officer, he has charge of the Model Room, manages the Lithographic Fund, and is Treasurer of the Royal Engineer Band Fund. He regulates the occupation of quarters by Officers.

The Brigade Major, after consultation with the Instructors, details the courses that the Officers under instruction are to attend, and issues the Commandant's orders on the subject.

He compiles the estimates for the School of Military Engineering and submits them to the Commandant.

He also prepares for the Commandant's approval the demands for the supply of stores, materials, and equipment for the Royal Engineers and the School of Military Engineering.

Commandant  
Library  
Mess.

13 The Superintendent of Military Discipline will be in immediate command of the Royal Engineer Train and Companies of the Royal Engineers stationed at the School of Military Engineering, and of Officers, Non-Commissioned Officers, and Men attached thereto.

The Superintendent of Military Discipline will be responsible to the Commandant for the Discipline and Military efficiency of the men under his command, and that the interior economy of the Companies is maintained in accordance with the Queen's Regulations, and with all orders issued with reference thereto.

He will have the general supervision of the Regimental Schools, Non-Commissioned Officers' Library and Mess, Regimental Canteen and Recreation Rooms, and he will see that they are all conducted in a proper manner and in strict conformity with the orders and regulations referring to them.

The Superintendent of Military Discipline will communicate with the Commandant on all matters which he may deem worthy of being brought to his notice, and will submit for consideration any changes which he may think it desirable to introduce in the system in force at this establishment.

Correspondence relating to the discipline and interior economy of the Companies will be referred to the Superintendent of Military Discipline, either for the purpose of carrying into effect the instructions contained therein, or for the purpose of obtaining information and for report.

He will cause all necessary and customary orders to be inserted in the Regimental Order Book having reference to Regimental duties and details, to the interior economy of the Companies, and the drill, and discipline of the Officers and men under his command.

He will initial all returns and documents connected with interior economy and discipline previous to their being submitted to the Commandant for signature.

14 All Officers under the Superintendent of Military Discipline will be put through a complete course of drill.





including squad drill, without and with arms, company drill, learning the duties therein of all ranks, and in the case of Officers on first joining, a complete course of rifle instruction and practice.

Officers are not to be retained at these drills longer than is absolutely necessary, but the Superintendent of Military Discipline is particularly enjoined not to dismiss Officers from drill until they are thoroughly instructed and competent, not only to command a company on parade, but themselves to give instruction in the various exercises which they have been taught.

He will ascertain, before application is made for a Board to examine and report upon the qualification of Officers for promotion, that they are properly instructed and ready for examination.

The Superintendent of Military Discipline will make arrangements that either he himself, one of his Assistants, or the Adjutant, is present on parade at all times when Officers are under instruction in drill; and that an Officer is always to be present on parade whenever instructional drills for Non-Commissioned Officers and Men are proceeding.

15 The Instructor in Field Fortification is charged with the technical training of such Officers of Royal Engineers, Non-Commissioned Officers, and Sappers of the Corps as may be sent to the School of Military Engineering for instruction in field and siege engineering, bridging, pontooning, railway construction, engine driving, etc.

Instructor in  
Field  
Fortification.

He is responsible for the distribution of the working parties placed at his disposal and their discipline while on the works.

The qualifications of recruits of the building trades are tested under the orders of the Instructor in Field Fortification.

The machinery, and the carpenters' and smiths' workshops at the School of Military Engineering, are in charge of the Instructor in Field Fortification; and he superintends the execution of such works as the Commandant is authorized to undertake with the military and convict labour at his

The two Assistant Instructors in Field Fortification assist in the instructional work, and are charged with the detailed instruction of the Officers' classes.

Officer is also detailed for the charge of works and who is under the Instructor in Field



Officers in  
Schools

**16** The Instructors of Telegraphy, Survey, and of Construction, and the Assistant Instructors in Chemistry and Army Signalling have charge of the training and instruction of the Officers, Non-Commissioned Officers and Sappers in the special studies in connection with Military Engineering.

Officer in  
Law.

**17** The Instructor of Military Law, Tactics, &c., will give instruction in military law and tactics to the Officers of Royal Engineers preparing for the examinations to qualify for promotion to higher grades. He will also submit to the Commandant arrangements for such lectures or other system of instruction that may be required for the study of tactics, strategy, military law and history by the Officers of the Corps at the School of Military Engineering, and by such Officers of other branches of the service in the district as the Major General may direct to attend the instruction given in these subjects.

Assistants to  
Superintendent  
Military  
Discipline.

**18** Two Field Officers are appointed to assist the Superintendent of Military Discipline in the performance of his duties.

Subject to the Superintendent of Military Discipline, his Assistants will devote particular attention to the instruction of the Officers; they will be constantly in attendance when Officers are under instruction in drill; they will instruct those Officers who have not passed their examinations for promotion, in the various subjects in which the Queen's Regulations prescribe that they shall be examined, questioning them in the Orderly Room at least once a week, to ascertain the progress they have made; they will report to the Superintendent of Military Discipline, when they consider them competent to perform their Regimental Duties, and to sit as members of Courts Martial; also when they consider them fit for examination.

The Assistants to the Superintendent of Military Discipline will compare the entries in the defaulter books of Companies with the Guard Reports weekly, reporting to the Superintendent of Military Discipline any irregularities they may discover. They will inspect the books and records kept by the Officers Commanding Companies, once a quarter, to ensure uniformity of system in keeping the records and accounts of all Companies.

In the absence of the Superintendent of Military Discipline the Senior of his Assistants will perform his duties.









**19** The Adjutant will be under the immediate orders of the Superintendent of Military Discipline, subject to whom he performs all duties attaching to his position, by the regulations and custom of the service. He will have charge of the Orderly Room and of all documents and correspondence connected therewith; he will keep the roster of the duties of Officers and Non-Commissioned Officers; attend all drill parades, and especially look after the drill of the recruits and the instruction of buglers. The orders will be read by him every day at the general parade at ~~8~~ 8.0 a.m. Adjutant.

The Non-Commissioned Officers' Mess, and the Regimental Library, and Recreation Rooms, are under the special supervision of the Adjutant.

**20** The Instructor of Musketry is stationed at Gravesend, and is responsible that the Musketry instruction is carried on in strict accordance with the regulations. Musketry Instructor.

He compiles and is responsible for the accuracy of all musketry returns, and that they are rendered with punctuality.

He is subject to the orders of the Superintendent of Military Discipline, to whom he reports on all matters connected with his duties.

**21** The Assistant to the Musketry Instructor is stationed at Chatham and is subject to the orders of the Superintendent of Military Discipline. Assistant Musketry Instructor.

The Musketry Instructors are in all points connected with the School of Military Engineering, under the Superintendent of Military Discipline, to whom they will address all reports and correspondence.

All Officers on first joining the Corps and all Recruits are to go through a course of Musketry Instruction. Service Companies will also be put through the annual course of rifle practice. The authority of the Deputy Adjutant General, Royal Engineers, will be obtained when the Commandant wishes to exempt any Company from going through its annual course of rifle practice. Musketry

On the completion of its practice by each Squad or Company a report, showing their figure of merit, and calling especial notice to anything worthy of remark, is to be forwarded to the Commandant.

**22** Officers Commanding Companies are responsible for the good order and regularity of their respective companies, Officers commanding Companies.

that the Barracks occupied by their men including passages, ablution rooms, back yards, and offices, as also the Barrack furniture and utensils, especially those for washing and cooking, are kept clean and in good order.

They are responsible that the clothing and kits of the men are complete and in good order, of regimental pattern, properly marked, and that no more articles are in the men's possession than are allowed by regulations; that the men are paid in conformity with the regulations, and that they receive their working pay regularly.

They will frequently visit the rooms of their Companies at the dinner hour, as also at the morning and evening meals, and are responsible that the messing of the men is sufficient and of good quality, and that they are provided with a morning and evening meal; that the arms and equipment are serviceable and in good order, and that the pocket ledgers of the men and all the books of the Company are properly kept and posted up to date.

They are further responsible for the cleanliness of the men, and that they put on clean linen twice a week, on Sundays and Thursdays.

In addition to their other duties, Officers Commanding Companies are responsible that the Officers attached to them are properly and fully instructed in the interior economy and discipline of their companies, and are to require their attendance at the payments of their men.

As the performance of the above and all other duties connected with the interior economy of their companies requires tact, judgment, and temper, the Commandant looks to all Officers in command of Companies, and especially to those in command of Dépôt Companies, which are composed so very largely of recruits, to exercise the above qualities; and with a firm and at the same time a conciliatory manner to win the confidence of the men under their command, whom they should encourage to seek their counsel and advice, and thus obtain a ready and willing obedience to orders, and maintain discipline and good order without having recourse to frequent punishment.

Company Officers are enjoined to pay the utmost attention to any complaint that may come to their notice; and to encourage their men to confide in them. All complaints should be reported to the Superintendent of Military Discipline.







**28** For the purpose of maintaining discipline by a chain of well organized responsibility, Officers Commanding Companies should divide their companies into "half companies," each of which should be placed, when practicable, under the especial charge of a Subaltern Officer, who should make himself acquainted with the characters and tempers of the men of his half company, and render every assistance in his power to his Captain in carrying on the duties of the Company.

The half companies are to be divided into two sections, which are to be placed under the supervision of Serjeants, who will be responsible for the good order and cleanliness of the rooms under their charge, that the barrack utensils and articles of furniture and bedding are complete and in good order, that the arms and accoutrements are clean and serviceable, and that the clothing and regimental necessaries of the men of his section are complete and properly marked, and the latter in good repair. The duties of these Serjeants are detailed in Appendix III.

Officers Commanding Companies are at liberty to issue orders to their respective companies relative to matters of interior economy and discipline, taking care that they are in strict conformity with the Regulations of the Army, and the Standing Orders of the School of Military Engineering ; they may also order company parades for any purpose, ascertaining previously from the Adjutant that they will not interfere with any other parades or duties or employment of the men.

Officers commanding Companies have the power to order punishments for minor offences not exceeding seven days confinement to barracks, such punishments must be brought to the notice of the Superintendent of Military Discipline, and duly entered in the Company Defaulter Sheets.

They are responsible that the Non-Commissioned Officers and men of their companies are made acquainted with all orders concerning them issued at the School of Military Engineering.

They will take care that the arms, equipment, and kits of all men admitted into Hospital, absenting themselves without leave, or transferred to another company, are taken into store ; that any man suspected of being sick is at once medically examined ; and that no money is advanced to men of their companies by the Pay Serjeants without authority.

In the absence of the Captain the senior subaltern takes command of the Company to which he is attached.

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**24** All Officers doing military duty, and who are qualified by service, are available for Garrison duties, except those in command of Companies under instruction in Field Works.

All Officers not specially exempted are available for Regimental duties; but the Subalterns of Companies under instruction in Field Works, will not be detailed for duty as Orderly Officer or Members of Courts Martial, when the number of Subalterns of other Companies available for this duty is four or upwards.

Officers commanding Companies will attend the Orderly Room at the appointed hour and remain until dismissed by the Superintendent of Military Discipline.

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A Captain will be detailed weekly for Regimental duty. His duties commence after the first working parade on Monday and are detailed in Appendix IV.

Orderly Officer

A Subaltern will be detailed daily as Orderly Officer. His duties commence at Reveille, and are detailed in Appendix V.

An Officer next for duty will be detailed daily. He will not leave Barracks except on duty.

Officer on Field  
Work Duty.

An Officer will be detailed weekly by the Brigade Major, in order of rotation of Field Work Companies, for Field Work duty, from the Officers Commanding Companies under Instruction in Field Works, (these Officers will not be available for Garrison duty, or duty as Captain of the week, or Orderly Officer). The Officer on Field Work duty will act under the orders of the Instructor in Field Fortification. His duties commence at the first parade on Monday, and are detailed in Appendix VI.

Paymaster.

**25** The Paymaster, Royal Engineers, stationed at Chatham, is responsible for the following duties:—

The payment of and accounting to the Public for the pay and allowances of the Depot Companies, stationed at Chatham, including the accounts of all recruits joining the Corps.

The issue of all Railway and Passage Warrants required for troops of the Royal Engineers proceeding on journeys from Chatham, and the payment of, and accounting to the Public for all charges on Routes and Railway and Passage Warrants.





issued for the movement of troops of the Royal Engineers throughout the United Kingdom, (except for men of the Survey Companies travelling on Survey duty).

The payment of, and accounting to the Public for the Working Pay, School of Military Engineering.

The payment of, and accounting to the Public for the pay and allowances of the Staff of the School of Military Engineering, Reconnaissance and Professional Tours Allowances, included in the Army Estimates, under the head of Vote I., "Instruction in Engineering."

The payment of, and accounting to the Public for other miscellaneous payments of the Corps, throughout the United Kingdom, such as Forage Allowance, Command and Charge Pay, etc.

The collection and payment over to the Control Paymaster of all sums assessed as Barrack Damages for the Corps at Chatham and Gravesend, and sums charged for loss or damage of tools and materials.

The collection of, and accounting to the Public, for all monies paid for necessaries issued to the Depôt Companies, Royal Engineers, on repayment.

The keeping up of the Records on the attestations of the men of the Corps, whether stationed at home or abroad.

The receipt and custody of the daily taking of the R.E. Canteen.

Small change required by Captains of Companies can be obtained from the Paymaster, after notice being given one hour before it is wanted, between the hours of 10 a.m. and 3 p.m., except on a Saturday, when notice must be given the previous day.

The Pay List and Estimate of each Company is to be sent in to the Paymaster not later than 4 p.m., on the 10th of each month. Should the balance debtor on any pay list exceed the sum of £15 the Paymaster will make a special report thereof to the Superintendent of Military Discipline.

**26** The following are the duties of the Quarter Masters, Quarter  
Masters.  
Royal Engineers, stationed at Chatham.

The Quarter Masters are subject to the Superintendent of Military Discipline to whom all reports and returns required from them are to be sent.

One Quarter Master will have charge of the Barracks and Barrack Furniture, and will prepare all returns connected therewith. He will allot Quarters to Officers under the direction of the Brigade Major, and to Non-Commissioned Officers and Sappers under the direction of the Superintendent of Military Discipline. He will be responsible for the movement and care of such baggage as is placed under his charge whether of Officers or Soldiers.

He will have charge of the Powder Magazines, and undertakes the receipt and issue of ammunition, whether for military or instructional purposes.

The Quarter Master for Barracks also keeps account of all stores received at the School of Military Engineering for instructional and experimental purposes. To assist him in this duty a Quarter Master Serjeant and a N. C. Officer as Clerk are placed at his disposal.

A permanent fatigue party of two old soldiers is to be detailed for duty under the Quarter Master in charge of Barracks; they keep clean the general parades, roads, &c., but are not responsible for the condition of the back yards and buildings within them, which should be kept clean by the Companies or persons occupying the houses to which they belong.

The other Quarter Master will have charge of the receipt and issue of all Regimental Necessaries, the issue of Free Kits, Sea Kits, and Clothing for Depôt Companies, and will take charge of the Kits of all men not in the ranks. He will also superintend the receipt and issue of all Rations. The Tailor's and Shoemaker's Shops are under his supervision. He also keeps account of the money received for refuse from the Messing of the Companies, and distributes it under the orders of the Superintendent of Military Discipline.

The Quarter Masters will take Garrison duty in turn unless specially exempted therefrom.

Each Quarter Master will be assisted by a Quarter Master Serjeant, a Non-Commissioned Officer as Clerk (who will be available for regimental duties), and a Storeman, who should be an old soldier, only available for Home Service, and who will be relieved from all duties, or a pensioner.

In case of additional clerical assistance being required by either of the Quarter Masters application is to be made through the Superintendent of Military Discipline to the Brigade Major, for the sanction of the Commandant.







The Quarter Masters are particularly enjoined to have all necessary fatigue duties, which may be required by them, performed on Saturdays; they are only to make application for special fatigues on other days when absolutely unavoidable, and when the duty cannot be deferred until the following Saturday.

The defaulters may when available be employed under the Quarter Masters for fatigue duties on application to the Adjutant.

**27** The *School of Military Engineering Fund* is a system of account with Messrs. Cox and Co., by which the amounts due from Officers for Messing, or any funds or subscription lists in which their names appear, are collected. S.M.E. Fund.

This fund is kept by a Treasurer who is appointed by the Commandant.

Each Officer is required to sign his name to the amount stated against it in the Book which is placed for that purpose in the Officers' Mess Ante-room, or to settle his account with the Treasurer before the 10th of each month.

All funds and accounts are audited as soon as possible after the commencement of each quarter by a Regimental Board, whose proceedings are submitted to the Commandant. The Secretaries of Funds are required to attend when sent for by the President of this Board, and the Paymaster may be ordered to attend this Board to render any assistance. Quarterly Aud. Board.

The Funds and accounts which generally come up for audit are as follows; there are other occasional funds of which notice is given to the President of the Board in each case by the Brigade Major.

Officers' Mess.	General Purpose Fund.
Billiard.	Library (N. C. Officers').
Library (Officers').	Library and Recreation Room
Cricket Club.	(Sappers).
Racquet Club.	Canteen.
Lithographic Fund.	Garrison Recreation Ground.
Photographic Fund.	

For the Regulations for keeping the accounts of the various funds, see Appendix VII.

The Funds to which an Officer of Royal Engineers is liable to subscribe on first joining at the School of Military Engineering are detailed in Appendix VIII. A list of them is sent to each Officer before joining at Chatham.

Photographic  
Fund.

**28** In the Printing and the Lithographic Schools of the School of Military Engineering, books, pamphlets, forms, &c., may be prepared for Officers with the sanction of the Commandant.

Officers requiring anything to be printed must forward a copy of the subject to the Brigade Major, with a requisition stating the number of copies they require.

The Lithographic Fund is managed by the Brigade Major. Payment for works purchased from this fund will be made through the School of Military Engineering Fund. The paper and material for the production of the publications is supplied to the Schools by the Lithographic Fund.

The Instructors in charge of the Printing and Lithographic Schools will send to the Brigade Major weekly a working pay list for men employed on Lithographic Fund work. On completing an order, these Instructors will send to the Brigade Major an account showing the general cost of production, and he will fix the selling price and publish it in the Commandant's orders.

The Officers in charge of the Printing and Lithographic Schools are responsible that nothing is printed without the Commandant's authority.

Demands from Officers for books, pamphlets, forms, &c., produced in these Schools, are to be made to the Brigade Major. Non-Commissioned Officers and Sappers wanting any such books or papers will apply to the Captains of their Companies, by whom the requisitions for the same will be made to the Brigade Major. The necessary payments in all cases will be made through the School of Military Engineering Fund.

Photographic  
Fund.

**29** The Photographic Fund is managed by the Assistant Instructor in Photography. Applications for photographic prints are to be sent direct to him, and payment will be made through the School of Military Engineering Fund. Portraits of Officers may be taken on Mondays and Tuesdays before 1 p.m., Staff Non-Commissioned Officers and Serjeants on Wednesdays.

Officers' Library.

**30** The School of Military Engineering Library for Officers is under the control of the Commandant. Rules for its management have been framed, and approved by the Commandant. By these rules, which can be obtained by all Officers, the Library has been placed under the management of a

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Committee elected annually by the Officers at a General Meeting. The nomination of the President of the Committee is subject to the approval of the Commandant.

**31** The Model Room is under the charge of the Brigade Major. Being intended for professional instruction, Models of Fortifications, Engineering Works and Machines are deposited therein for reference. Its contents have for the most part been presented by Members of the Corps; Officers, Non-Commissioned Officers, and Sappers having alike testified their interest in it by contributions, which in many instances have been their own handiwork. Recruits are to be taken to the Model Room, and to have the models explained to them as occasion may permit. Model Room.

A Non-Commissioned Officer is appointed to take charge of the Model Room, who will be present in the Model Room during the hours of admission for visitors,—9 a.m. to 1 p.m., and 2 p.m. to 4 p.m. All Officers in uniform and known Officers in plain clothes with their friends, and all Non-Commissioned Officers and Sappers of the Royal Engineers are allowed admission without an order. Others can obtain permission to enter by application to the Brigade Major.

**32** All official correspondence with Commanding Officers or other Departments, or with Commanding Engineers at other Stations is to pass through the Commandant's office. Officers should write on foolscap on the outer half-margin, the other being left for the Commandant's forwarding minute. Correspondence

The correspondence of the Medical Officer is to be forwarded through the Superintendent of Military Discipline.

Applications for all Courts Martial will be prepared in the Orderly Room, and submitted to the Commandant, who is the convening Officer for all Regimental Courts Martial, and makes application to the Major General Commanding for trials by higher Courts.

Regimental Boards and Courts of Enquiry having reference to the regimental duties are under the direction of the Superintendent of Military Discipline, to whom the President will in all cases address them; they will be examined and initialed by the S.M.D. as correct before being submitted to the Commandant for approval.

The proceedings of all other Boards or Courts of Enquiry are to be sent, in each case, by the President to the Brigade Major for submission to the Commandant.



Order Books

**33** Two Order Books are kept at the School of Military Engineering, one called the Commandant's and the other the Regimental Order Book. The Orders are also printed and distributed to the Companies and to such Officers as the Commandant shall direct; they are held responsible that every printed copy of orders is duly guarded.

Transport and working parties

**34** All applications for transport for work connected with the establishment and demands for working parties or fatigue parties, other than the Saturday general fatigues, are to be made on the form in Appendix VIII. and sent to the Brigade Major before 2 p.m. on the day previous to that on which they are required. Regimental Transport will be arranged for by the Superintendent of Military Discipline. The R.E. Train will not be required to furnish horses for transport on the days set apart for drill.

The parties will be detailed at the first working parade.

Arrival or Departure of Troops.

**35** On the arrival or departure of any detachment, a report (Appendix IX.) is to be addressed to the Superintendent of Military Discipline by the Officers Commanding the Companies to which the men belong, when the Superintendent of Military Discipline will either himself inspect the detachment or detail his Assistant or the Adjutant to do so for him.

An Arrival and Departure Book will be kept in the Orderly Room, in which the Orderly Serjeant will insert the names of all individual Non-Commissioned Officers and men leaving or arriving at Chatham, and the numbers of all detachments, showing the duties the movements are for. This book will be shown to the Brigade Major every morning by the Orderly Serjeant.

Deceased Soldiers.

**36** In case of a death a report is to be sent by the Superintendent of Military Discipline to the Brigade Major for transmission to the District Office, when the necessary steps, as detailed in Garrison Standing Orders, will be taken. The Captain of the deceased man's Company will make all arrangements and apply to the Superintendent of Military Discipline for the Funeral Party, &c., which he may require.

38th Depot Company.

**37** The 38th Depot Company consists of the Staff Serjeants of the Corps, Serjeants Instructors at the School of Military Engineering (who have the rank of Quarter Master Serjeants), of the Royal Engineer Band, and of all Non-Commissioned Officers and Men of the Corps sent to Chatham









for special employment or instruction. Invalids and men for discharge from out-stations are also attached to this Company.

**38** The Submarine Mining Companies of Royal Engineers on board H.M.S. "Hood" are under the Superintendent of Military Discipline for matters connected with Regimental Duties, Drill, and Discipline; and the Instructor in Telegraphy has the charge of the training of the Officers, Non-Commissioned Officers, and Men of these Companies in Submarine Mining. Submarine mining company.

Should the Instructor in Telegraphy require any Officers or men of these Companies to carry on Submarine Mining practice, he will make application through the Brigade Major for parties of submarine miners to be placed at his disposal.

The Standing Orders for Companies on board of H.M.S. "Hood" are given in Appendix X.

**39** Non-Commissioned Officers and Sappers at Chatham are to be instructed in Military Engineering in its various branches; and when trained may be employed in the Special Schools or at their trades on such works as the Commandant obtains sanction to execute by military labour. General employment of non-commissioned officers as sappers.

Service Companies sent to Chatham are practised at Drill Exercises, Musketry, and Field Works, and when these are completed, the Non-Commissioned Officers and Men of these Companies, as well as all other trained Non-Commissioned Officers and Sappers at the station, are available for employment in the Special Schools, or on the public works, five days in the week, except in the week for Brigade Drills, when they are only available for work four days.

The recruits are detailed at the daily parades for the drill and exercises required for soldiers by the regulations, and when passed in these are instructed in Field Works until dismissed as trained Sappers. They are then available for transfer to the Service Companies of the Corps at other stations, or for instruction in the Special Schools.

\* Certain Non-Commissioned Officers and Men are selected for employment, and allowed to volunteer for training in special branches of instruction, such as Electricity, Telegraphy, Submarine Mining, Surveying, Drawing, Photography, Engine Driving, &c. The Non-Commissioned Officers, while under instruction, are not to be detailed for weekly duties, but they must take all daily duties. This order also applies to Non-Commissioned Officers and Sappers in regular employments

\* Appendix A shows the duties to be performed by N.C.O.'s and men employed or under instruction.

connected with the School of Military Engineering, and who have been appointed to such duties by the Commandant. No man is to be taken for employment or instruction until the Commandant's orders are issued on the subject.

No Non-Commissioned Officer or Sapper is to be employed by any Officer or Instructor without the permission of the Commandant; and when this has been obtained, they are not to be detailed for any other duty (except for those drills and duties already provided for in Commandant's orders) without due notice to the Instructor under whom they are employed.

In case of any sudden emergency, before or after working hours, when it is possible that the Instructor or Assistants may not be on the spot, a Non-Commissioned Officer or Sapper may be ordered for duty by the Superintendent of Military Discipline or the Adjutant; but in this case—which should be a rare one—immediate and concurrent notice should be sent to the Instructor in writing by the Officer who makes the order so that arrangements may be made to obviate such inconvenience as might otherwise arise.

Non-Commissioned Officers and Sappers under instruction or specially employed are not to be sent for, for ordinary company business, such as fitting clothing or adjustment of accounts, during working hours, except under urgent circumstances, in which case the request for a man's attendance will be addressed through the Superintendent of Military Discipline.

Days for Duties  
of Companies.

**40** The Non-Commissioned Officers and men of Field Work Companies, and of Service Companies under instruction in Field Works, will be available for Drills and Duties on Saturdays, Sundays, and the drill day for Field Work Companies, the Duties upon the remaining four days of the week being performed by the Non-Commissioned Officers and men of the other Depot Companies, and of the Service Companies not under instruction in Field Works.

The Service Companies and trained Sappers attached to Depot Companies will be available for drill on Saturdays, and before breakfast on the Field Work Company drill day in summer, and will be employed on works or in the schools on all other working days when not on duty.

Parades.

**41** All general parades will be formed under the direction of the Superintendent of Military Discipline.







Companies will fall in under their Captains on their private parades previous to being formed up on the general parade. The hour named for parade will invariably be that at which the Companies are expected to be formed up in column ready for the Commanding Officer.

The 8 a.m. parade after the men's breakfast will be a general parade; such Officers of Companies as may be ordered will attend, Regimental Staff Serjeants, and Staff Serjeant Instructors, will also be present at this parade.

The Superintendents of Courses will themselves attend, or appoint proper Officers or Non-Commissioned Officers to attend at all parades when necessary to receive men under instruction, or working parties are told off for employment under them; in the case of Field Works, an Officer should always be appointed for this duty.

Parades for Instruction and Works will include four classes of men :

1. Non-Commissioned Officers and men under instruction in Field Works.
2. Non-Commissioned Officers and men in the Special Schools and Workshops, or employed under the sanction of the Commandant or works connected therewith.
3. Non-Commissioned Officers and men under instruction at Drill and Musketry.
4. All other Non-Commissioned Officers and men.

The parade having been formed, and orders promulgated, all men included in Nos. 1 and 2 of the preceding paragraphs, will be detailed for work under their several Instructors.

Attendance:  
Parades.

**42** All Non-Commissioned Officers and Sappers, unless specially employed on duties which will not admit thereof, and therefore exempted, will attend the general parades.

Appendix A details the duties to be performed, and the parades to be attended by all Non-Commissioned Officers and men.

Non-Commissioned Officers and men employed as clerks and draughtsmen, by Commandant's orders, are required only to attend the early morning parades in the summer, and the general parade in winter. Special exemptions from this parade may be granted to men in these employments.

**43** On Saturday the whole of the Non-Commissioned Officers and Men will be at the disposal of the Superintendent of Military Discipline for drill and fatigues. Non-Commissioned Officers and Men in the Special Schools and permanent employment

Drill Parade

will, however, only be required to attend the drill parade on Saturdays, once a fortnight in winter, and in summer will attend either Brigade Field Day or a Saturday Marching-Order Parade once a fortnight. The names of all men to be exempted from these parades, or from Muster, are to be sent to the Brigade Major by 2 p.m. the day before the parade, the work for which the men are required and the reason for asking for their exemption is to be stated.

The Field Work Companies, with the exception of the casuals of the week in Field Works, and the Sappers dismissed Field Works, will be exercised in drill on one other day in the week. In summer this drill day will be the same day of the week as that appointed by the Major General for Brigade Drill.

On the day that Field Work Companies are drilled there will be a drill parade before breakfast for all Non-Commissioned Officers and Men, at which all Officers under the Superintendent of Military Discipline, and attached to Field Work Companies will be required to attend. Exemptions from this parade may be granted as for the Saturday drill.

On one day in the week (notified from time to time in Commandant's orders) there will be an Adjutant's drill parade before breakfast, at which all Officers under the Superintendent of Military Discipline junior to the Adjutant will attend, and no Non-Commissioned Officer or Sapper will be exempted from this parade.

Officers on Military duty and such Officers on the Field Work Course as may be ordered, will attend the drill parades on Saturdays and Brigade Field Days.

#### **Muster.**

**44** The Paymaster of Royal Engineers at Chatham musters the Corps at the School of Military Engineering, at such hours on the last day of each month as the Commandant may direct. All Officers, except those on leave, are expected to be present at the School of Military Engineering on muster day, but only those attached to Companies attend the parade. Extracts from the Standing Orders of the Garrison and School of Military Engineering, and the Orders for the Fire Party are to be read on every Muster Parade, and extracts from the Articles of War once in each quarter.

Complaints made at muster are to be carefully investigated by Captains of Companies, and reported to the Superintendent





of Military Discipline who will, should he think necessary, bring them to the notice of the Commandant.

**45** All Officers who have no just impediment are expected to attend Divine Service each Sunday. Divine Service

In order that as many men as possible shall be present at Divine Service, no leave, for the day only on Sunday, will be granted until after Church Parade.

**46** The kits of Non-Commissioned Officers, men married with leave, and men with good conduct badges will be inspected once a month; the kits of men without badges will be inspected once a week in the Recruit Depot Companies, and once a fortnight in the Service Companies and 38th Depot Company. Kit Inspection

**47** The number of hours for Work are fixed by the Royal Engineer Regulations. The hours for Working Parades will be published in Commandant's Orders; the detail in Appendix XI. gives the hours adopted for different times of the year; and also the hours for work for the R.E. Train. Working hours

All parties from works, instruction, or the schools, are to be marched with regularity to the Parade in Brompton Barracks, and there dismissed by the Non-Commissioned Officer in charge of them. Married men, living out of Barracks may be dismissed from the works and schools without being marched into Barracks. Dismissal working parties

The parties will be brought into the Barrack Square at the time stated in orders for leaving off work.

No Non-Commissioned Officer or Sapper is allowed to leave Barracks during the working hours, if he has not been detailed for any duty, fatigue, instruction, or work.

**48** No smoking is allowed on the works, in the schools, or workshops, or during any instruction. Exception may be made by permission of any officer in charge, for parties employed painting, whitewashing, or at drain work. Forbidden Smoking Works or Barrack

During the summer long morning hours of work, Officers in charge of parties at work, or instruction, may allow the men to break off for 10 minutes at 11 a.m.; and in this interval of rest, smoking is permitted, except inside any workshop, school, or store.

Soldiers may smoke on the pavements in front of their quarters but must not go across the Parade with pipes or cigars in their mouths.

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**49** The Band is that of the Corps. It is regulated by a Committee, consisting of a President and five Members, elected annually from Officers at Chatham, the Superintendent of Military Discipline being President, the Officer Commanding 38th Company, and the Adjutant being ex-officio Members (the latter Secretary).

The Brigade Major is the Treasurer of the Band Fund, but is not a Member of the Committee.

For matters of discipline the Band is under the orders of the Commandant, without whose authority no arrangement can be made for playing out, by the whole or any portion of the Band.

The Band plays at the Officers' Mess on the Mess Guest night during dinner, and at such other times and places as may be ordered by the Major-General Commanding the District, or the Commandant.

Every musician is responsible for the care and efficiency of his own instruments.

Bandmaster.

**50** The Bandmaster will parade with the Band at all inspections, and when specially ordered, and will conduct it on all occasions except battalion or brigade parades.

Band Serjeant.

**51** The Band Serjeant is responsible to the Officer Commanding the 38th Company for the discipline of the Band. He will parade with it on all occasions, and conduct it in the absence of the Bandmaster. He will prepare the extra pay list and submit it weekly to the Secretary, to whom he will also send in weekly a report of the state of the instruments, noting any repairs which may be required.

Bugle Major.

**52** The Bugle Major is responsible for the instruction and good order of all the Buglers and Boys. He commands the Band on parade, and marches with it at all Reviews, Inspections, &c. He also has the charge of the transmission and delivery of all letters at the School of Military Engineering.

Buglers.

**53** The School of Training for the Buglers of the Corps and Boys is at the School of Military Engineering. All are attached to Dépôt Companies.

They are enlisted as much as possible from the sons of deserving Non-Commissioned Officers and Sappers or Pensioners of the Corps. Lists of candidates for enlistment are kept at the office of the Deputy Adjutant General, Royal Engineers.







Applications for enlistment should be made to the Adjutant, and will be transmitted through the prescribed channel to the Horse Guards.

The discipline of the Buglers and Boys is looked after both in the Companies to which they are attached, and by the Bugle Major who conducts their bugle instruction and drill, subject to the supervision of the Adjutant.

They parade for instruction in bugle practice under the Bugle Major, and for school instruction under the Schoolmaster, at such times as the Superintendent of Military Discipline may order.

All Boys will be examined in their soundings by the Adjutant, who will report when they are fit for appointment as Buglers.

Those that are reported complete at bugle practice and are in possession of a third class certificate of education, will be further instructed either in a handicraft or in one of the Special Schools; they must, however, continue to attend the Evening Regimental School till they obtain a second class certificate.

When Buglers are transferred to Service Companies the Adjutant will forward with their transfer documents a certificate that they are perfect in their soundings and a statement of the trade the bugler has been put to, or any special training he has undergone.

**54** There are three Serjeant-Majors of the Corps at the School of Military Engineering. The senior is employed under the Superintendent of Military Discipline, and performs all the duties of the Serjeant-Major of a Battalion. He keeps the roster of all Non-Commissioned Officers and men for duty, and especially looks after the training of the Recruits. Serjeant Majors.

The two other Serjeant-Majors are employed on the Field Works; they are available for occasional regimental duty when required, notice being given to the Instructor in Field Fortification.

**55** There are three Regimental Quarter Master Serjeants of the Corps at Chatham: one is employed under the senior Quarter Master in the duties connected with the occupation of the Barracks, another is with the Quarter Master in charge of clothing and rations, and the third Quarter Master Serjeant assists the Quarter Master in the charge of stores for the School of Military Engineering. Quarter Master Serjeants.

Master  
Instructors.

**56** The Serjeant Instructors of the Corps, with the rank of Quarter Master Serjeants, are appointed to assist the Officer Instructors in the various branches of study and training connected with Military Engineering. They are under the immediate orders of the Instructors, they have to attend working parades to take charge of the men employed under them, and such other parades as are detailed in Appendix XII.

Serjeant.

**57** The Corps Armourer Serjeant is stationed at the School of Military Engineering. He is under the orders of the Superintendent of Military Discipline, and will report to the Adjutant once a week whether all bills have been properly settled. He is required to clean the arms of the Corps at this station every quarter according to Regulation, and will report to the Superintendent of Military Discipline any wilful damage that may come under his notice. He is assisted when practicable by a Sapper, who is taken off duties but receives no working pay.

No rifle will be taken by the Armourer Serjeant for repair unless accompanied by a requisition signed by the Captain of a Company.

Serjeants.

**58** There are two Drill Serjeants. The senior is, under the supervision of the Serjeant-Major, responsible to the Adjutant for the training in drill of all recruits and casuals who may be ordered to drill with recruit squads.

He also instructs the recruits in the method of fitting accoutrements, packing valises, etc. The junior drill serjeant acts under his orders.

Serjeant Cook

**59** The Serjeant Cook is responsible that the cooks perform their duties properly, and that the cooking of the messes is varied from day to day. He keeps a register (W.O. Form 152) of the cooking, which is to be produced daily to the Adjutant, from whom he receives his instructions.

Officers,  
non-commissioned.

**60** All Non-Commissioned Officers of Depot Companies are reminded that the men of their Companies are chiefly recruits, who require instruction and advice as to their conduct, and the execution of their duties; great care should be taken by temperance in language to avoid all harshness and not to give unmerited rebuke, which by causing irritation is apt to drive men from the path of duty, and with recruits especially to lead to breaches of discipline.





**61** The Orderly Serjeant is on duty for 24 hours, commencing at 7 p.m. He is not to leave the barracks except on duty, and then not without giving over his charge to the senior Orderly Corporal, who is responsible during his absence. The duties of the Orderly Serjeant are detailed in Appendix XIII, and in the Non-Commissioned Officers' Roll Call Book.

Orderly  
Serjeants.

~~Four~~ Serjeants are detailed for duty as Roll Call Serjeants, their duties commence at Tattoo and cease after reporting. Tattoo Roll Call (see Appendix XIV).

Roll Call  
Serjeants.

**62** The Regimental Guard is mounted daily at 7.30 a.m. It consists usually of 1 Corporal, 2 Buglers, and 6 Sappers. These numbers are increased whenever it may be necessary to post additional sentries. An additional Night Guard is mounted at 7 p.m., consisting usually of 1 Corporal and 9 men. Both are under command of the Orderly Serjeant, who mounts with the Night Guard, and dismounts with it at Reveille.

Guards.

The orders for the Non-Commissioned Officer of the Guard are kept on a board in the Guard Room.

**63** An Orderly Corporal for each Company is detailed weekly. He takes over his duty immediately after the afternoon parade on Saturday, and will receive from the Orderly Corporal going off duty a statement of all casualties that may affect the duty roll of his Company. See Appendix XVI, for the detail of the duties of this Non-Commissioned Officer.

Orderly  
Corporals.

An Orderly Corporal for the Sick and, also, an Orderly Corporal for Extra Drill are detailed daily; their duties commence at Reveille, and are described in Appendices XVII, and XVIII, and in the Roll Call Book.

Sick and Dr  
Orderlies.

**64** When vacancies for Lance-Corporals occur in the Companies, Captains of Companies will submit the names of qualified Sappers to the Superintendent of Military Discipline, who will select as far as practicable from Sappers who have completed their training in Drill and Field Works. The men so selected should bear a good character, and be smart and soldierlike in their appearance, and in possession of a Fourth Class Certificate of Education. Their names and Defaulters Sheets will be submitted to the Commandant, the appointments by him approved of will be promulgated in Regimental In case of a proposed appointment to Lance-Corporal

Lance  
Corporals.

of a Sapper who has not completed Field Works, the Captain of a Field Work Company will consult the Instructor in Field Fortification before submitting the name to the Superintendent of Military Discipline.

Every Lance-Corporal on appointment must perform for six months all the duties of a Non-Commissioned Officer of his rank whatever special employment he may be on, ~~but if under~~ before being

#### Orderlies.

**65** Orderlies are to be detailed daily to attend on the Commandant, the Commanding Royal Engineer of the District, the Brigade Major, and the Adjutant. The Commandant's Orderly will parade at his house at 8 a.m., and attend to any directions he may receive. In the absence of the Commandant he will report to the next senior Officer.

#### Cook's Mates.

**66** The number of cook's mates should be kept as low as possible consistent with a due performance of the duties. They are under the supervision of the Orderly Corporals, and are responsible for the cleanliness of the barrack rooms, and utensils, and the ablution rooms, passages, and back yards of their respective houses. Old soldiers may be detailed for standing cook's mates to the Depot Companies.

The duty is a daily duty, and is described in Appendix XIX.

#### Tailors and Shoemakers

**67** The Master Tailor and Master Shoemaker receive instructions from the Quarter Master who superintends the clothing. They are responsible for the proper payment of the men employed, and that no more are employed in the shops than are absolutely required. No work is to be done or a Non-Commissioned Officer or Sapper without an order signed by the Officer Commanding the Company. Any clothing or material injured or lost while in the possession of the tailors or shoemakers must be replaced at their expense.

#### Dress of Non-Commissioned Officers & men

**68** The following is the dress which Non-Commissioned Officers and Sappers are to wear when not on duty outside the Barracks: On Sundays, Tunics with Waist Belts and Bushies. On Week days, Frocks with Waist Belts and Forage Caps. Gloves are always to be worn.

Forage Caps which are not strictly regimental and all other deviations from the approved patterns of dress are strictly forbidden.







Men only who have written permission, such as married men going to and fro between their lodgings and the barracks, are allowed to leave the barracks without waist belts, and this only during working hours. Such men must have a pass to show when required.

In wet or cold weather when the great coat is worn, the waist belt is to be worn outside, and the back strap of the Great Coat buttoned across the back.

**69** Officers Commanding Companies are responsible for the good messing of their men and should see that it is conducted with regularity and all due regard to economy. All vegetables and extras for the messing of the men should, if possible, be obtained at the Canteen. Messing.

**70** The clothing and necessities are to be maintained complete and serviceable; and no more than the number of articles allowed by regulations are to be in a man's possession. Clothing and necessities.

**71** Recruits' kits are supplied by the Quarter Master, and marked by the Senior Drill Serjeant, who is responsible that no article is issued out of his stores unless marked in the approved manner, and that no greater charge is made for marking than that in the tariff approved by the Commanding Officer, which is to be suspended on a board in a conspicuous and accessible place in the Marking Store. Marking.

**72** Young soldiers are to be especially cautioned not to purchase clothes, or any article of regimental necessities of any description from other men, and more particularly never to sell any article which may have been issued to them, until permission is published in orders, as by so doing they render themselves liable to punishment. Purchase of Clothes.

Any man who may purchase articles of clothes or regimental necessities from a man leaving the service must at once take them to the Pay Serjeant of his Company, who will obliterate the marks, and re-mark them according to regulation.

**73** Regimental prisoners are confined in the prisoner's room, or cells. These cells are only to be used for the custody of men riotous from the effects of drink. Prisoners.

For trifling offences, such as short absence from tattoo, the men may be made "prisoners at large," unless they have forfeited this indulgence by previous offences; the names of all such are to be entered on a board kept in the guard room.

"Prisoners at large" are not permitted to leave the Barracks until their cases have been disposed of, and they attend all parades, and compulsory school, but are not to be detailed for any work or duty, nor to parade with the Defaulters.

Men summarily sentenced to imprisonment are committed to the Garrison Provost Prison. Those sentenced by Courts Martial to imprisonment, are sent to Fort Clarence, or to Civil Prisons, according to the orders received from time to time from the General Officer Commanding.

**74** All defaulters will attend two defaulters' drills daily, the first before the first working parade, the second after working hours.

Between the second drill and tattoo they are to answer their names every half hour. Those who are under instruction will go to work during working hours, but are to receive no working pay, all others are to be employed on fatigue. Defaulters are not to be taken from defaulters' drill for fatigue without the permission of the Adjutant.

They are not permitted to leave Barracks at any time, and are only allowed to enter the Canteen between the hours of 6 and 8 p.m.

**75** A Serjeant and Corporal, (or two Corporals) and six Sappers are selected for Police duty; the latter should be old soldiers and men of good character. They will assist in maintaining order within the Barracks, and immediate neighbourhood.

The Non-Commissioned Officer in charge receives directions as to the performance of his duties from the Superintendent of Military Discipline. He will make a daily inspection of the gas and water fittings, reporting to the Adjutant any waste or irregularity he may observe.

**76** In order to do away as much as possible with unnecessary fatigues two old soldiers of good character are detailed for duty under the Quarter Master for Barracks, and will be employed in cleaning schools, parades, &c.

**77** All men reported sick are paraded at 8.30 a.m., and after inspection by the Medical Officer in barracks, are either sent to hospital or returned as fit for duty or otherwise. Those sent to hospital are, if able, marched to the Hospital at Fort Pitt; those unable to walk are sent in an ambulance detailed for the purpose.





**Men under instruction, who are ordered "light duty"** will join their squads or classes, and look on and see the instruction given, but they are not to be put to work. They will not receive working pay. Those returned for duty will join their squads or classes forthwith and work for the remainder of the day, receiving half-a-day's working pay.

Men not under instruction, who report themselves sick, and are returned for duty, will, if required for the works, be detailed, and receive only half-a-day's working pay, if not required for the works, they will be employed on fatigue. Recruits at drill who report themselves sick and are returned for light duty, will rejoin their squads as soon as possible.

A sick report in duplicate (G.O. 14, 1874) is to be made out every morning by the Sick Orderly, and forwarded to the Medical Officer. One copy will be retained by the Superintendent of Military Discipline with the Medical Officer's remarks. Any man reported in it as feigning sickness should be punished. A sick report on W. O. Form 986 is received at the same time, to append to the Morning State for the Commandant's information.

Any Non-Commissioned Officer or Sapper taken ill during the day is marched at once by any Non-Commissioned Officer available to the Casualty Ward, whence, if necessary, he is ordered to Fort Pitt. In all cases an ambulance can be obtained from the Commissary of Transport in Brompton Barracks.

Every married Non-Commissioned Officer and Sapper living in Barracks must give immediate notice to the Military Medical Officer if any member of his family becomes ill. Any omission to report sickness will render a married man liable to be deprived of his privileges as such, and to have his family turned out of barracks.

**78** The Regimental Schools are under the supervision of the Superintendent of Military Discipline, who will see that the instruction is given in accordance with the orders received from the Director General of Military Education.

Regimental  
Schools.

All recruits and Non-Commissioned Officers and men enlisted since 1st October, 1871, must attend compulsory school until they are in possession of a fourth class certificate of education.

Boys and Buglers in possession of third class certificates must attend Evening Schools until they obtain a second class certificate.

**Non-Commissioned Officers** or men who lose their certificate must attend until another is obtained by examination.

Voluntary classes for men wishing to obtain first, second, or third class certificates will be held every evening except Saturday. The attendance of these men must be regular till permission is given for the withdrawal of their names from the books.

Certificates will be kept in the pocket ledger; they will be stitched into the book next the page showing working pay.

All married Non-Commissioned Officers and men who have children between the ages of 4 and 13 must send them to the Regimental Schools.

Permission may be given to Non-Commissioned Officers of, and above the rank of Company Serjeant-Major, to send their children to private schools, provided satisfactory proof of education is given.

The Schools for adults and boys will be under the Schoolmaster, those for grown girls and infants under the respective Schoolmistresses, and the grown girls industrial school under the Assistant Schoolmistress. Soldier Assistants will attend one Commanding Officer's parade and Adjutant's drill every week.

The hours at which the Schools will be open will be notified from time to time in orders.

On Saturday afternoons all Schools will be closed.

Children are not to be kept away from School except with permission obtained from the Superintendent of Military Discipline.

The returns to be rendered by the Schoolmaster are detailed in Appendix XX.

**79** The Canteen is for the use of the Corps of Royal Engineers and their families at Chatham, and (by permission) for that of other corps or detachments and their families quartered in Brompton Barracks.

Pensioners employed under Government may be permitted in special cases to use the Canteen, they must be provided with written permission from the Superintendent of Military Discipline.

No civilian or member of any other regiment or corps than those above-mentioned is to be allowed to make purchases in the Canteen.







The Canteen having been established for the supply of articles at a cheap rate to the Soldiers of the Corps, they are prohibited from buying any article at the Canteen for persons not entitled to use it. Any infringement of this order will be visited as a serious offence, and the offender may in addition render himself liable to civil prosecution.

Serjeants and First Corporals are not permitted to go to the Canteen for the purpose of drinking, even with other Non-Commissioned Officers; they have their own Mess Room, and it is more consistent with the maintenance of their position and character that they should use their Mess, and not the Canteen.

All payments are to be made in cash; no credit whatever is to be given, except to Officers, and for the Non-Commissioned Officers' Mess, and Company Messes, and in these cases, pass books are to be used. Officers' accounts are paid through the Treasurer S.M.E. Fund, the Company Mess accounts are to be paid on the 7th, 14th, 21st, and last day of each month.

No beer or liquor is to be taken out of the Canteen, except the regulated allowance for Company Messes, or by married soldiers, their families, and by Officers' servants.

**80** The Non-Commissioned Officers' Mess is established for the use of the Serjeants and First Corporals of Royal Engineers doing duty at Chatham, and is subject to the rules and regulations from time to time approved by the Commandant.

N.-C. Officers' Mess.

**81** The Rules for the Non-Commissioned Officers' Library, and those for the Sappers' Library and Recreation Room are kept in each room. The libraries are in both cases managed by a Committee of Non-Commissioned Officers or Sappers, under the especial control of the Superintendent of Military Discipline, assisted by such Officer as he may appoint. Their accounts are audited by the Quarterly Audit Board.

N.-C. Officers' Library, and Sappers' Recreation Room.

**82** No Clubs are to be established without the sanction of the Commandant, such as are formed will be under the general supervision of the Superintendent of Military Discipline, to whom any alterations in the constitutions or rules of the Clubs are to be submitted for the Commandant's approval.

Soldiers' Club

**83** Each recruit who has been finally approved before joining will, on arrival at the School of Military Engineering, be allotted a number and posted to a Company. He will then be sent to the Surgeon for inspection, after which he will be

Final approval of Records.

sent to the workshops and examined under the superintendence of the Instructor in Field Fortification, unless he should be of some peculiar trade, when he will be examined as circumstances may permit. Any man obtaining a trade qualification other than good, or failing to obtain a good report from the medical officer, or remarkable in any other way, is to be brought to especial notice. Recruits for final approval will be brought before the Superintendent of Military Discipline at such times as he may appoint. Captains of Companies should clothe the recruits attached to them immediately after final approval, and they are responsible that their civilian clothing is at once got rid of.

recruits.  
(training).

**84** Recruits on joining will be posted by the Superintendent of Military Discipline to the 39th or 40th *Dépôt* Companies. They will be tested in their trades under the personal supervision of the Officer in charge of Workshops.

Recruits will be put through a complete course of drill, including the use of the rifle, the recruits musketry course, and a course of gymnastics, which ought to occupy a period of about *four months*.

During this time they will be completely at the disposal of the Superintendent of Military Discipline, who will carry on their instruction strictly in accordance with the regulations of the service, and will also make arrangements for their regular attendance at the adult regimental schools.

When the recruits have been dismissed drill and musketry, the Superintendent of Military Discipline will have them examined by the Schoolmaster, and such as obtain certificates of education will be transferred to the 35th, 36th, or 37th *Dépôt* Companies to be put through a course of instruction in Field Works under the Instructor in Field Fortification.

During the interval (if any) between the completion of their instruction in drill and the commencement of their instruction in field works, recruits will be available for General Duties and employment on work at rates of working pay detailed hereafter (para: 102).

The time required by a recruit to complete a course of instruction in field works, if not taken away by long sickness or any unavoidable cause, is *twelve months*; allowing two days for drill in the week, and exclusive of furlough.





On the completion by a squad of a course of instruction, the Instructor in Field Fortification will send in a report (on Form, Appendix XXI.) to the Brigade Major for submission to the Commandant. The squad will then be put in orders as available for general duties, and a report will be sent to the Deputy Adjutant General of the men available for transfer to Service Companies, or instruction in Special Schools.

**85** The Non-Commissioned Officers and Sappers under instruction in field works will attend Field Work Schools under the Instructor in Field Fortification, who will detail Officers to visit the schools during the time of instruction.

Field work  
Schools.

**86** Squad books of Recruits at Drill and Field Works will be kept, showing the instruction carried on each day, and the duties the Non-Commissioned Officers and men are on until they are dismissed. The squad books will be sent to the Brigade Major for the Commandant's inspection on the first day of each month.

Squad books of  
Recruits.

**87** Service Companies, on being sent to the School of Military Engineering, are to be put through a complete course of drill and field works, the course to be as short as possible consistent with efficiency. The Field Work instruction should not extend over *four months*. The orders for Companies on this short course of Field Works are given in Appendix XXII.

Field work for  
service  
companies.

While going through this course of field work instruction the Non-Commissioned Officers and Men will receive instructional pay at rates corresponding to the Corps rates to which they are entitled as entered in their pocket ledgers, thus :

Special Rates, A and B, and Non-Commissioned Officers acting as Assistants to Instructors, at 1st Rate of Working Pay. 1st, 2nd, 3rd, and 4th Corps Rates, at a Rate lower than Corps Rates. 5th Corps Rate to 3rd Instructional Rate, at 3d.

**88** Non-Commissioned Officers and men joining from stations will be put through a short course of drill by the Superintendent of Military Discipline, on the completion of which they will be passed on to the Instructor in Field Fortification, who will examine them as to their knowledge of Field Works, and will report on each case where he recommends them to be given a short course of instruction. Non-Commissioned Officers and men joining for instruction in any of the Special Schools, will be passed to these Schools direct, as soon as their names appear in Commandant's Orders.

Non - Comm  
sioned Offi  
and men join  
from Stations

Captains of Companies will report if any men joining are in possession of any Special School Certificates, so that arrangements may be made, if necessary, to test the men's proficiency in their special attainments.

passes taken by  
C.O. and Men  
in Field Works.

29.1.77.

Non-Commissioned Officers

~~are not to be detailed for any weekly &  
duties on Field Work days  
orderly duties.~~

Men, on the days they are under instruction in Field Works, will not be available as a general rule for any regimental duty, except night patrols and cooks' mates.

Non-Commissioned Officers and Sappers while in charge of loaded mines are not available for any regimental duty.

furloughs and  
passes.

**89** Furloughs are granted in strict conformity with the general regulations of the Army; no furlough is to be given to any man without the authority of the Commandant. No man is eligible for pass or any other indulgence until he has been two months clear of the Regimental Defaulter Sheet, or one month without a punishment of over three days' confinement to Barracks. No passes for Chatham or the neighbourhood are to be given for Sunday till after the general parade, except in special cases.

The furlough to be granted to recruits, previous to their being reported complete in their drills and field work instruction, is not to exceed one month. With a view to obviate the inconvenience arising from the breaking up of squads under instruction, arrangements will be submitted for the sanction of the Commandant, before the commencement of the furlough season, by which men of good character of the various squads may go on furlough at the same time. These arrangements will be published in orders.

Men rejoining  
from Furlough.

In compliance with the Queen's Regulations, soldiers returning from furlough are to be re-drilled until reported fit to join their Companies. If they are smart and have not forgotten their drill they should be allowed to rejoin their Companies at once.

In the case of men going through a course of Field Works, they will be at once sent to rejoin their squads on return from furlough.

Passes.

Passes are signed by the Superintendent of Military Discipline, or in cases of emergency by the Adjutant; passes involve absence from the works or instruction







invariably be recommended by the Officer under whom the men are employed.

Regulations regarding passes are to be hung up in every Barrack Room (See Appendix XXIII).

**90** Any Non-Commissioned Officer or Sapper qualified by **Marriage.** service and character wishing to get married must send in an application to the Superintendent of Military Discipline, through the Captain of his Company, in this application should be stated the name and condition of the woman he proposes to marry and whether she be a spinster or widow; and it should also be accompanied by testimonials of trustworthy persons as to her character. If these be satisfactory, the application will be forwarded by the Commandant to the Deputy Adjutant General for registration, and permission to marry will be granted in turn, as vacancies occur in the Married Soldiers' Establishment of the Corps.

**91** The Washhouse, attached to the Married Quarters, is for **Washhouse.** the use of the Non-Commissioned Officers and Men of the Corps married with leave, and of Officers' Servants.

The Rules and Regulations which have been drawn up and approved by the Superintendent of Military Discipline, are hung up in the building and are to be strictly adhered to.

The washing for the single men of the companies is invariably to be given to the wives of soldiers married with leave and present with their respective companies. No deviation whatever from this order is to be sanctioned without express permission.

**92** A fire party is detailed monthly to carry out the **Fire Party.** instructions contained in Garrison Orders. The detail is to be read on Muster Parade, and a board, specifying it, kept in the Office of the Brigade Major and the Adjutant.

In addition a permanent Fire Engine party is detailed who takes charge of the Engine under the Quarter Master. On an alarm of fire, they at once repair to the Engine house.

The Fire Engine is under the care of the Quarter Master for Barracks. It is to be exercised occasionally and a report of its efficiency to be forwarded each quarter to the District Office. The keys of the room in which the Fire Engine and ladders are kept, are in charge of the Corporal of the Regimental Guard.

**93** The time at which gas is turned on and off is regulated by Garrison Order. The Cook's Mates are responsible that the taps are invariably turned off when the gas is not burning. Any escape should be at once reported to the Corporal of the Guard, who will make it known to the Quarter Master for Barracks, and prompt measures will be taken to stop it.

A Lamplighter is appointed, whose duty it is to light the lamps and put them out at the appointed hours, clean all the passage lamps, and report anything irregular connected with the lighting of the Barracks to the Quarter Master.

The Non-Commissioned Officer who calls the Roll at Tattoo is responsible that the taps are turned off in each room and in the passages at "out lights," after which no gas is allowed in either the Barracks or Stable Square, except in the Guard Room and the Harness Rooms.

Any Staff Serjeants or others obtaining permission to have a light after "out lights" must burn their own candles or oil; but on no account is paraffin oil to be used.

Non-commissioned Officers and Sappers throughout the Barracks are directed to be careful in the use of Gas, and are reminded that they are liable to be charged for what may be considered an excess.

The Serjeant of the Regimental Police will make a daily inspection of the gas fittings reporting any irregularity he may detect.

**94** Officers wishing to keep dogs must make application to the Brigade Major. They must have their names legibly written on a collar to be worn round the dog's neck. The dog must be kept tied up, unless with its master. On no account are they to be taken into the R.E. Institute or the Officers' Mess.

No Non-Commissioned Officer or Sapper is allowed to keep a dog in Barracks.

**95** The rates of working pay for Non-Commissioned Officers and Sappers employed on the public works, and under instruction at the School of Military Engineering, are laid down in the Royal Warrant of 27th December, 1870.

**96** The Superintendent of Military Discipline, the Instructors of Courses (except the Instructor in Field Fortification), and the Quarter Masters will forward to the Brigade Major

Dogs.

Working pay.

Working pay  
data.





by 10.30 a.m. every Tuesday, weekly checks showing the men entitled to receive working pay; these checks, after being examined in the Commandant's Office, will be there compiled into Company working pay lists, and sent to the Paymaster by 11 a.m. every Saturday.

The Instructor in Field Fortification will forward to the Brigade Major, by 12 noon every Friday, the working pay lists of men employed under him; these are prepared by the Officers Commanding the Companies to which the men belong, and will be sent to the Paymaster by 11 a.m. every Saturday.

**97** Officers Commanding Companies will attend at the Paymaster's office every Saturday at 12.30 p.m., and receive the working pay due to their Companies.

Payment of  
working pay.

The working pay is to be paid to the men in the presence of an Officer, who will sign the Company working pay list as having witnessed the payment. No man is to receive the working pay of any man who is not present at the payment parade; the Officer Commanding the Company will receive the working pay of such men, and will put his initials to the working pay list for the man, giving the man his working pay at a future time. The Company pay lists are to be returned to the Brigade Major, through the Superintendent of Military Discipline, on Wednesday by 10.30 a.m.

**98** The names of men recommended by the Instructors for advancement to the special rates of working pay, A and B, as artificers, will be sent on the last day of every quarter for the consideration of the Commandant. These recommendations must pass through the Captains of Companies, that a report may be made of the character of the men proposed for advancement to these special rates.

Special rates of  
working pay,  
A and B.

**99** A Quarterly Board of Officers will be assembled for the examination of men for these special rates of working pay. The Instructor in Construction will be President, the Members to be the Officer Commanding the 38th Depot Company and an officer appointed by the Officer in charge of the Workshops. The proceedings of this board of examination will be sent to the Commandant through the Brigade Major. The Superintendent of Military Discipline and the Instructors of Courses are required to give every facility in the production of witnesses before this board.

Board for  
examination  
to A and B rates

Under special circumstances the Commandant may require this Board of Officers to assemble at any time during the quarter.

increase and  
reduction of  
working pay.

**100** No man is allowed to apply for an increase in his rate of working pay; it rests with the Instructors, Captains of Companies, or an Officer in charge of works to recommend men to be raised to higher rates of working pay. These recommendations for increase in the ordinary rates of working pay will be submitted to the Commandant, and on approval will be published in his orders; such increase will take effect from the Monday following the publication of the order. The Instructor in Field Fortification will grant the increase of working pay to Recruits under instruction in Field Works under the conditions contained in clause 620 of the Royal Warrant of December, 1870, without reference to the Commandant.

Instructors of Courses will forward to the Brigade Major, for publication in Commandant's orders, the name of any man they may recommend for reduction to a lower rate of working pay for negligence on the works or inferior workmanship. A special report must be made when a reduction from the "special rates A or B" is recommended.

working pay  
checked.

**101** Instructors of Courses are empowered to check working pay for idleness or absence from work on reports from their subordinates without further reference to the Commandant.

Recruits' rate of  
working pay.

**102** After Recruits have been finally dismissed Field Works they will be placed upon the following rates of working pay which will be entered in their pocket ledgers:—

Artificers upon second rate; men of no artificers' trade upon the third rate, unless they have been in receipt of second rate while under instruction when they will retain that rate.

Recruits employed at work before being dismissed Field Works may receive second rate for artificers and fourth rate for labourers, these rates are not to be entered in their pocket ledgers.

Hours for  
computing  
working pay.

**103** The hours for which working pay is granted shall be computed from the time at which the squads fall in for instruction or work, at the conclusion of the General Parades, to the hour at which they actually leave the Schools or Shops and for men employed on Field Works until the hour at which they deliver over their tools in the R.E. Park or return to the Barracks from the work.







## INSTRUCTION AT THE S.M.E.

### OFFICERS.

**104.** The course of instruction for Officers appointed to the Corps of Royal Engineers, joining at the School of Military Engineering, comprises the following subjects and should be completed in about *two years* :—

1.—Drill, musketry instruction, military law and tactics, including examinations for promotion to the rank of Captain ... ..	
2.—Field Works, Pontooning, Military Bridging, &c.	
3.—Construction and Estimating ... ..	
4.—Survey, Reconnaissance, and Astronomy ...	183
5.—Electricity, Telegraphy, and Submarine Mining	36
6.—Chemistry ... ..	20
7.—Army Signalling ... ..	15
Leave of absence during two years of Instruction	62
Professional Tours ... ..	40

N.B.—Officers volunteering for service in India will be allowed twenty-seven days more on the Signalling Course to enable them to obtain certificates as qualified to instruct in Army Signalling.

**105** The above periods are calculated to include Sundays and all contingencies of leave, weather, &c., except sick leave, and any extraordinary occurrences requiring special consideration.

A synopsis, which is in the possession of the Instructor of each Course and accessible to any Officer who may desire to see it, shows in detail the description of work in the courses.

The instruction of Officers will be carried on under the immediate supervision of the Instructors and Assistant Instructors. The Quarter Master Serjeant Instructors are appointed for the instruction of the Non-Commissioned Officers and

**106** Officers are held individually responsible that their courses are completed within the allotted time. The duration of each course has been calculated upon an average day's work, and allows ample time for recreation. The Instructors are permitted to grant three days leave of absence, this leave must come out of the time allowed for the courses.

leave of  
absence.

**107** Each Officer is allowed two months leave of absence during his course of instruction at such periods as the Commandant may consider most expedient, such leave to be exclusive of the short leave referred to in the preceding paragraph.

examination  
for promotion.

**108** Every Officer before leaving the School of Military Engineering will be examined to test his fitness for promotion, in accordance with the Queen's Regulations.

Officers on tem-  
porary commis-  
sions while at  
I.M.E.

**109** Officers will not be gazetted permanently to the Corps until they have completed their course of instruction at the School of Military Engineering. As soon, however, as an Officer has been the prescribed time at the School, making all due allowances for sickness, extra duties, or any unavoidable delay, a report will be sent to the Deputy Adjutant General, Royal Engineers, for the information of H.R.H. The Field Marshal Commander-in-Chief, in order that a communication may be made to the agents of the Corps to cease to issue to that officer extra pay, servant's, and other allowances, from the date on which he should have completed his course until that of his quitting the School of Military Engineering.

Inspection of  
work.

**110** The Instructors will bring each Officer's work on its completion to the Commandant for examination.

The work performed at the School of Military Engineering by Officers under instruction is transmitted to the Deputy Adjutant General, Royal Engineers, for submission to the Inspector General of Fortifications, when the Officer has completed his course of instruction.

Reports on  
Officers.  
Weekly.

**111** The Superintendent of Military Discipline and the Instructors of Courses will furnish a weekly report (Appendix xxiv.) showing how each Officer is employed, and will report, on the last day of each month, on the progress and attention of each Officer under their instruction (Appendix xxv.). From the monthly reports a general report will be made by the Commandant to the Deputy Adjutant General, Royal Engineers.

Monthly.





**112** The Superintendent of Military Discipline and the Instructors will also, on the completion of each course by an Officer, make a special confidential report on the ability, skill, and diligence displayed by each Officer while under instruction, noting especially any particular branch of his work for which he may have shown particular aptitude. These reports will be given to the Commandant when the Instructors bring the Officer's work for examination.

Confidential  
report.

Too much care cannot be devoted to giving an accurate statement of the qualifications of the Officers, as these reports form the groundwork of the confidential report made by the Commandant for the information of H.R.H. The Field Marshal Commanding-in-Chief on an Officer quitting the School of Military Engineering, upon which an Officer's position and prospects on first entering on the active duties of the Corps depend.

It must be remembered also, that it is on these reports that the selection of Officers for special duties must in a great measure depend, and therefore erroneous opinions of their qualifications may be prejudicial to the service.

**113** The Officers under instruction will be detailed in Commandant's Orders for the various courses they are to attend. They will report themselves in undress uniform each morning to the Instructors under whom they are at work, and will, when so required, sign an attendance roll.

Detail in  
Officers  
Courses.

Attendance at the appointed hour, and places, is to be regarded as a parade, and punctually enforced.

Instructors will report to the Brigade Major the date on which an Officer, or Class of Officers, will complete a course, two days before it is likely to be finished, so that arrangements may be made for the next course of instruction.

**114** Officers on first joining the School of Military Engineering will be placed under the orders of the Superintendent of Military Discipline. They will be put through a course of drill and musketry instruction, and are to be instructed in the interior economy and management of a Company, and in the performance of Garrison and Regimental duties.

Regim  
Duties

After these Officers have served twelve months they will again be put at the disposal of the Superintendent of Military Discipline to prepare for the examination required to qualify

them for promotion to the rank of Captain. The Superintendent of Military Discipline will arrange with the Instructor in Military Law for the Officers being instructed in this

While with the Superintendent of Military Discipline the Officers will be attached to Companies and perform all the duties of Company Officers.

At such times as the Commandant may appoint, the Instructor in military law, tactics, &c., will deliver lectures to the Officers on tactics and strategy, and on military history and law. The courses and subjects of these lectures are communicated to the Major General Commanding the District who issues his orders for the attendance of the Officers of the Garrison. The Officers of Royal Engineers under instruction at the School of Military Engineering will attend all the lectures given by the Instructor in Military Law. As these lectures are delivered at all seasons of the year when Officers of Royal Engineers are on other courses of study, the Instructors are desired to arrange so that all the young Officers will have opportunities of attending.

**116** The instruction of Officers of Royal Engineers in Field Works is under the supervision of the Instructor and Assistant Instructors in Field Fortification.

The Officers under Field Work instruction will be generally attached to the Field Work Depot Companies, and may be required to perform Regimental Duties on the days they are not employed on Field Works.

The names of Officers recommended for "Foreign tour of inspection of Fortifications" will be submitted to the Commandant. The time allowed to Officers for this tour will be in addition to the period of duration of the Field Work Course.

**117** Officers of other branches of the Service sent to the School of Military Engineering for Instruction in Field Works will be under the immediate orders of the Instructor in Field Fortification. They will be put through a course of Field Works by one of the Assistant Instructors. The Officers will report themselves regularly, in undress uniform, at the hour and place appointed by the Instructor. This course of instruction lasts about six weeks.







**118** Officers of Volunteer Engineer Corps will also be put through a course of Field Works, and be examined, and when qualified given certificates, under the provisions of the Regulations for the Reserve Forces.

Officers of  
Volunteer  
Engineer Corps.

**119** The Officers of Royal Engineers for instruction in Construction and Estimating will be placed under the Instructor in that branch of study during the winter months.

Construction  
and Estimating.

**120** The Instructor in Construction will submit to the Commandant the names of the Officers he recommends for the tours to visit Fortifications at home and Engineering works. The time the Officers are on these tours is not reckoned in the 154 days allowed for the Course of Construction. The Geological tour is managed by the Instructor in Surveying in the same way, the time occupied by the Officers not being included in the Survey Course.

Professional  
Tours.

Reports giving a statement of the places and works visited by the Officers on tour are to be sent to the Commandant by the Instructors.

**121** Lectures are given at the Royal Engineer Institute in the winter on two days in the week on subjects connected with Military and Civil Engineering, Geology, Telegraphy, &c. All the Officers under instruction at the School of Military Engineering are required to attend these Lectures. A book is kept in the hall of the Royal Engineer Institute which is to be initialed by each Officer as he enters the Lecture Theatre. No Officer under instruction is to be absent from lectures without Commandant's leave obtained through the Brigade Major.

Lectures.

The hours of delivery of lectures will be notified in Commandant's Orders, and Officers are desired to be punctual in their attendance. Non-commissioned Officers and men are allowed to attend these lectures.

The Officers under instruction are required to take notes of all lectures; but if they prefer it they may furnish themselves with printed reports taken of each lecture; these are procurable from the Lithographic Fund.

The Instructors will submit to the Commandant the lectures for the season, and the Brigade Major will correspond, for the Commandant, with the persons invited to Lecture.

**122** The Instructor of Surveying will regulate the studies of the Officers in this branch, and Astronomy, and will arrange

Instruction in  
Surveying and  
Astronomy.

for the Geological Lectures. These lectures are to be attended by all the Officers under instruction at the School of Military Engineering.

The Instructor will apply to the Brigade Major for the parties of chainmen required to attend on the Officers surveying.

The Instructor will submit to the Commandant the names of Officers he recommends for a tour to visit Fortifications at home. The time occupied in this tour is not reckoned in the 183 days allowed for the course in Surveying.

**123** The Instructor in Surveying will settle with the Reconnaissance Brigade Major the most convenient time for the Officers going on reconnaissance. The time spent on reconnaissance is included in the period allowed for the survey course.

**124** The Officers of other branches of the Service sent to the School of Military Engineering for instruction in surveying and reconnaissance will be under the orders of the Instructor in Surveying for the six weeks they are on this course.

The Instructor in Surveying is assisted in his work by two Assistant Instructors.

**125** The Instructor in Telegraphy has two Officers under him as Assistants, one of them will take the Officers through a course of Telegraphy and Electricity, and the other Assistant will take them through a short course of Submarine Mining.

**126** The Assistant Instructor in Chemistry will instruct the Officers in Chemistry. Under special circumstances Officers may be instructed in Photography.

**127** The Assistant Instructor in Army Signalling will take all the Officers under instruction at the School of Military Engineering through a short course of visual signalling; this course lasts fifteen days. Officers of Royal Engineers volunteering for service in India will be required to complete a long course of signalling to qualify them for a Certificate as "Instructors in Army Signalling." The duration of the long course is six weeks.

**128** Classes for Army Signalling are formed at the School of Military Engineering six times a year for Officers of the Staff and other branches of her Majesty's Service, including





Officers of the Indian Army; these classes go through the long course of Army Signalling under the Assistant Instructor. The Officers who qualify are granted Certificates as "Instructors in Army Signalling." The authority of the Adjutant General of the Forces is necessary for reducing the number of Line Classes taken in the year.

## INSTRUCTION OF NON-COMMISSIONED OFFICERS AND MEN.

**129** The Special Schools at the School of Military Engineering for the instruction of Non-Commissioned Officers and men of the Corps, who have been fully trained in Drill and Field Works, are under the following Instructors. Special Schools

Other branches of the Service are also ordered from time to time to send Non-Commissioned Officers to Chatham for instruction in some branches of Military Engineering.

1.—Instructor in Field Fortification. { Engine Driving.  
Two Assistants. { Machinery.  
{ Instruction in trades

2.—Instructor in Telegraphy. { Submarine Mining,  
Two Assistants ... { Diving, Telegraphy,  
{ Repairs of Scientific  
Instruments.

3.—Instructor in Surveying. ... } Surveying.  
Two Assistants. ... }

4.—Assistant Instructor in Chemistry  
and Photography ... { Photography.  
{ Lithography.

5.—Assistant Instructor in Army  
Signalling ... { Visual Signalling.

6.—Instructor in Construction and  
Estimating. One Assistant. { Construction and  
Estimating.  
(For N.C.O.'s q  
for Military Foremen  
Works.)  
Drawing.  
Printing.

**130** The Officers of Royal Engineers appointed Instructors at the School of Military Engineering are responsible for the discipline of the men during the hours of instruction. They will pay particular attention to regularity of attendance at the schools, and that the men appear properly dressed, and leave their work in an orderly manner.

Instructors as  
Assistant  
Instructors.

Quarter Master  
Serjeant  
Instructors.

**131** Quarter Master Serjeant Instructors are appointed to the various schools, they are under the immediate orders of the Instructors, and will render every assistance to them in the management of the schools, and in the maintenance of strict discipline amongst the men under instruction.

Hours of  
Attendance.

**132** Non-commissioned Officers and men under instruction and employed in the Schools are required to attend the regulated working hours. Clerks and draughtsmen are, however, only required to work from 8.30 a.m. till 4.30 p.m., with an hour from 1 p.m. to 2 p.m. for dinner.

Monthly and  
final reports.

**133** Monthly reports of the progress of men under instruction in each special school will be sent to the Brigade Major, for the information of the Commandant. On the completion of a course a final report will be sent, stating the proficiency of each man in the various branches of his instruction.

Certificates.

**134** The final report will be sent to Deputy Adjutant General, Royal Engineers, for authority to issue a School of Military Engineering Certificate to each man who has passed through a course of instruction, and obtained a satisfactory report.

A duplicate of each certificate will be sent to the Deputy Adjutant General for record.

**135** Certificates will be issued by the School of Military Engineering, under the signature of the Commandant, to Non-Commissioned Officers and Sappers trained in the following schools :—

Submarine Mining,  
Diving,  
Engine Driving,  
Machinery,  
Telegraphy,

Surveying,  
Photography,  
Drawing,  
Printing,  
Lithography.

There are also certificates for Military Foremen of Works.

Soldiers of other branches of the service will be given Certificates in Army Signalling School, as "Qualified for Assistant Instructors to Regiments." Non-Commissioned Officers of the Line class, for Pioneer Serjeants, will also be given trade and drawing Certificates.

Issue of  
Certificates.

**136** The School of Military Engineering Certificates are on parchment, and will be prepared by the Brigade Major from the final reports sent by the several Instructors on the completion of the man's instruction.







The proficiency of each individual in each branch of the instruction he has undergone, is to be noted in the terms of "Very Superior," "Superior," "Very Good," "Good," "Fair," "Middling," or "Nil"; and a *General Qualification* will be reported by the Instructor in the final report. This general qualification will regulate the rate of working pay the holder of a certificate is to receive when employed on the work for which it is issued. Thus, Very Superior, and Superior general qualifications, carry with them the A and B special rates of working pay; Very Good the first rate; and Good the second rate of working pay.

In Submarine Mining, no Certificate will be given for a lower qualification than Superior; in other branches, no Certificates will be issued for a lower general qualification than Good.

No Certificate  
lower than

Captains of Companies are required to record in the men's register sheets, any special school certificates given to men at the School of Military Engineering, noting the general qualification. The certificates are to be stitched in the men's pocket ledgers, and an entry, signed by the Captain, is to be made in the page for working pay of the speciality acquired by the man, and of the rate of working pay corresponding to the general qualification on his certificate.

A return will be kept in the Commandant's Office of all certificates issued at the School of Military Engineering.

**137** Non-Commissioned Officers, under the rank of Corporal, are trained by the Superintendent of Military Discipline and the Instructor in Field Fortification for the appointments of Instructors to Corps of Volunteer Engineers. The instruction of these Non-Commissioned Officers includes Drill and a course of Field Works. They will first be put through a complete course of Field Works under the Instructor in Field Fortification until reported by him qualified to instruct in all branches of Field Works, Military Bridging, Pontooning, Mining, &c. They will then be sent to the Superintendent of Military Discipline to perfect them as Drill Instructors. These Non-Commissioned Officers on joining the Corps to which they are posted are promoted to the rank of Corporal.

N.C.Os. for  
Instructor  
to Volunteer  
Engineers

**138** According to the requirements of the Service, Non-Commissioned Officers will be selected for Assistants to Garrison Instructors. They will be placed under the In-

N.C.O. As-  
sistants to G-  
arrison Instr-

in Field Fortification to prepare them for duties, and he will report to the Commandant when he considers them qualified for the appointment.

**Special Schools.**

**139** Non-Commissioned Officers and men of the Corps at stations at home and abroad are called upon to Volunteer for instruction in the Special Schools at the School of Military Engineering. Their names are submitted to the Deputy Adjutant General, Royal Engineers.

**140** Captains of Companies of Royal Engineers, stationed at Chatham, will send to the Superintendent of Military Discipline, quarterly, the names of all men of their Companies who volunteer for instruction in the Special Schools of Telegraphy, Surveying, Photography, and Drawing. The names of candidates to be rendered on the form given in Appendix XXVI., and sent to the Commandant with the men's defaulters sheets.

Captains of Companies are invariably to bring forward the names of all the men who volunteer for special training, giving special reasons when they do not recommend a man's application to be entertained, or when they recommend that their instruction be deferred to a future quarter of the year. They should also report on the individual qualification of each candidate, to assist in the formation of an opinion as to whether he is likely to benefit by the instruction, and to become efficient in the special training he seeks to undergo.

**men of Works.**

**141** Candidates for the position of Military Foremen of Works in the Royal Engineer Department are called for only at such times as classes are formed in the School of Construction and Estimating, of which notification will be given in Commandant's Orders.

Non-Commissioned Officers only are eligible for candidates for Military Foremen of Works. They have to undergo a preliminary examination, before a board of Officers, in writing and arithmetic, with questions in all the building trades to test their general knowledge of them, and to show whether they are likely to benefit by the instruction they are required to undergo.

The proceedings of these examination boards are submitted to the Instructor in Construction, who is required to give an opinion as to the suitableness of the candidate for instruction.





**142** Non-Commissioned Officers of high character and integrity, and possessing superior skill in any of the building trades of carpenters, bricklayers, and masons, may be admitted to the School of Construction and Estimating with a view to qualifying for Military Foremen of Works without undergoing the preliminary examination above referred to.

Captains of Companies will, in these cases, forward the Non-Commissioned Officer's defaulters sheets and specimens of handwriting from dictation, with examples in arithmetic, and will give special reports on the candidate's character and abilities as an artificer.

**143** For the Schools of Lithography, Printing, and Chemistry, men will be selected according to the requirements of the Service, and by their enlisted trades; also for instruction in the repair of scientific instruments. Special selections for training men in these schools will be made from men of good character, who by trade are likely to benefit from the instruction in these particular branches.

Men for  
Lithograph  
Printing, and  
Repairs of  
Instruments

**144** Sappers are allowed to come forward at any time as volunteers for the Ordnance Survey Companies. Their defaulters sheets, with specimens of their handwriting, will be forwarded to the Commandant, with a report from the Captain of the Company as to the man's character and fitness for this special work. Such as are considered suitable will be sent direct to the Ordnance Survey Office, at Southampton, after reference to Deputy Adjutant General, Royal Engineers. They are not required to undergo any preliminary instruction in surveying at the School of Military Engineering.

Ordnance  
Survey.

**145** Volunteers for Service in India are called for annually. The Non-Commissioned Officers or Sappers must be of good character, have more than two years service, and be 20 years of age. They are divided into three classes—

India Serv

Class A—Consists of men possessing superior qualifications sufficient to enter the Civil Engineering College at Roorkee.

Class B—Of men possessing practical qualifications as artificers.

Class C—Of men suitable for Non-Commissioned Officers with the Native Sappers and Miners.

**146** The men for class A will have to pass an examination in arithmetic, writing, and drawing. The examination papers for this class are sent from the Horse Guards.

Class A.

After passing this examination the men will be sent to the Indian School where they will be taught surveying under the Instructor in Surveying, and will also be sent to the Instructor in Construction for a short course in the subjects studied by Military Foremen of Works.

**Class B.**

**147** Volunteers for Class B will be thoroughly tested at their trades by the Instructor in Field Fortification, and a report made on each candidate as to his qualification for an overseer in his trade. They will be instructed in Field Works and also in a short course in the building trades under the Instructor in Construction.

**Class C.**

**148** Men for Class C must be of soldier-like bearing, eligible for Lance Corporals, and with a good knowledge of Drill and Field Works. They will be placed at the disposal of the Superintendent of Military Discipline to make them good drill instructors, and will also be put through a course of Field Works.

**Signalling for  
Classes B and C.**

**149** The volunteers for Classes B and C will go through the long course of Army Signalling to qualify for Assistant Instructors.

**INSTRUCTOR IN FIELD FORTIFICATION.**

**Engine Driving  
Class.**

**150** Non-Commissioned Officers and men of good character and suitable trades will be recommended for a course of instruction in the management of steam boilers and engine driving. They will be sent to the Royal Arsenal at Woolwich to learn this work and obtain certificates from the Superintendent of War Department Machinery. Classes are formed at Woolwich as opportunities occur for instruction; names of men recommended for these classes are called for in orders.

**151** On their return to the School of Military Engineering they will be further practised in driving "Steam Sappers" on the road and as locomotives on tramways. The Instructor in Field Fortification has charge of this training and will submit certificates for the men according to their skill and ability in Steam Sapper driving.

**Machinery Class**

**152** A class will also be formed under the Instructor in Field Fortification for Non-Commissioned Officers and men recommended to be taught how to work simple machinery, such as would be used in the workshops of an Engineer dépôt at sieges. Certificates will be granted according to the skill the men display while under tuition.







The Instructor in Field Fortification may select recruits, who have been dismissed Field Works, for instruction in the Machine Class, submitting their names to the Commandant, who will obtain the sanction of the Deputy Adjutant General, for keeping the men at Chatham for this special instruction.

**153** In the Workshops, men of no artificer's trade and the Buglers of the Corps are taught a trade. The examination of Recruits at their trades, and also of Non-Commissioned Officers and men recommended for higher rates of working pay, is carried on under the Instructor in Field Fortification, who has charge of all the Workshops in Royal Engineer Park. Soldiers of other Regiments are also tried at their trades in these Workshops. An Officer of Royal Engineers is appointed to assist in the instruction in trades in the Workshops.

Instruction and  
Examination in  
Trades.

**154** The Instructor in Field Fortification will have charge of the training in Field Works of Non-Commissioned Officers of Royal Engineers for Assistants to Garrison Instructors, and of those selected for Instructors to Volunteer Engineer Corps.

The men of B and C classes for India have also to be made expert in Field Works to enable them to teach Native Sappers.

**155** In accordance with the instruction contained in General Order 66, 1872, the troops in Garrison will be put at the disposal of the Commandant in such number and at such times as the Major General Commanding the District may order, for practice in Field Works. The Instructor in Field Fortification will have charge of the instruction of the troops in Field Works.

Field Work  
Instruction for  
Infantry.

**156** During the Summer season classes of Non-Commissioned Officers from the Guards and Line are sent to the School of Military Engineering for a complete course of Field Works. The Instructor in Field Fortification will superintend this instruction, which lasts about six weeks.

Classes of Non-  
Commissioned  
Officers of

Works.

**157** Non-Commissioned Officers of Regiments of Guards and Infantry are sent to the School of Military Engineering to qualify for Serjeants of Pioneers. The Instructor in Field Fortification will take them through a course of Field Works, and also employ each Non-Commissioned Officer at his own trade, and give him opportunities of learning the chief points to attend to in overlooking the work of artificers of all trades.

The course of instruction for the class will last about *three months*.

84

These Non-Commissioned Officers are also sent to the Instructor in Construction for a short course.

#### INSTRUCTOR IN TELEGRAPHY.

Instruction in  
Submarine  
Mining.

**158** The instruction in Submarine Mining for Non-Commissioned Officers and men of the Torpedo Companies of the Corps is carried on at H.M.S. "Hood" by the Assistant Instructor in Submarine Mining under the superintendence of the Instructor in Telegraphy.

Diving.

**159** Diving will be taught to such men of the Torpedo Companies as volunteer, and are selected as fit for that work. Men of other Companies may be allowed, at times, to volunteer for instruction in diving, and will be trained on board H.M.S. "Hood." Before men are taken for instruction in diving they are to be medically inspected as to their fitness for the work of divers.

The instruction in diving will be carried on between the 15th of April and the 15th September, but may be carried on later with the Commandant's sanction, if the weather is suitable.

Telegraphy.

**160** The instruction of Non-Commissioned Officers and men in Telegraphy will be superintended by the Instructor in Telegraphy. He has an Officer Assistant in this branch.

Repairs of  
Instruments.

**161** A Quarter Master Serjeant Instructor is appointed for the repair of the scientific instruments; he is under the Instructor in Telegraphy.

Instruments used for instruction in other Schools may also be repaired in this School on requisitions sent to the Brigade Major for the Commandant's approval.

Men will be selected for training in this speciality of repairing instruments, and Certificates of proficiency may be granted.

A return is to be kept of all work done by this Quarter Master Serjeant Instructor.

#### INSTRUCTOR IN SURVEYING.

Surveying.

**162** Under the Instructor in Surveying, men will receive instruction to qualify them for Surveyors, and will be granted certificates according to their proficiency. The duration of the course for Non-Commissioned Officers and men is





**163** The Non-Commissioned Officers of the Military Foremen of Works Class will be taught levelling in the Survey School.

**164** The Volunteers of Class A, for service in India, will be sent to be taught Surveying in this School in the Spring, where they will remain until they are required in the Winter to embark for India.

ASSISTANT INSTRUCTOR IN CHEMISTRY, PHOTOGRAPHY, ETC.

**165** The Assistant Instructor in Chemistry, Photography, &c., will train Non-Commissioned Officers and men to serve as Photographers. They are called on to volunteer for this instruction and will receive certificates. Photography.

**166** The candidates for Military Foremen of Works will go through a short course of Chemistry to make them acquainted with the constituents of building materials. Chemistry.

**167** The School of Lithography is under this Instructor. Non-Commissioned Officers and men enlisted as lithographers are sent to this School for employment. Men may also be selected for instruction in Heliotype, Papyrotype, and other processes for the production of Military Maps, &c. Lithography and Heliotyp

**168** The Barrack Plans supplied to Commanding Royal Engineers of Districts are corrected and printed under the supervision of the Assistant Instructor in Chemistry and Photography. Barrack Plan

ASSISTANT INSTRUCTOR IN ARMY SIGNALLING.

**169** When necessary, classes of Non-Commissioned Officers and men of Royal Engineers will be formed for instruction in Army Signalling. The volunteers for India of B and C Classes will be trained in the long course of Visual Signalling. They may receive certificates as Assistant Instructors. The long course of signalling lasts six weeks. Visual Signalling

**170** The Assistant Instructor in Army Signalling will also instruct the Non-Commissioned Officers of other branches of the Service sent to the School of Military Engineering to learn Army Signalling. They will be put through the long course, and after examination, certificates will be submitted for the Non-Commissioned Officers who qualified to act as Instructors for Regiments. Line Classes Signalling.

forwarded for the Commandant's approval, and when called for transmitted to the Secretary of State for War.

**Demands for stores.**

**180** Instructors will make demands quarterly, through the Brigade Major, for stores and materials required by them. This demand to be based on the details of stores (see para. 176) on which the estimates of the establishment have been framed. Should any article be required that has not been included in that detail, a demand with special report must be submitted to the Commandant.

**Local purchase.**

**181** The stores asked for on the quarterly demands will be supplied by the Control Department, or purchased locally under authority of the Surveyor General of the Ordnance. In the latter case Instructors will be desired to furnish to the Brigade Major the names of the firms or persons they recommend for the supply or manufacture, and to whom the order will be sent by the Brigade Major.

**Issue of stores.**

**182** The Quarter Master, on receipt of these quarterly supplies, will inform the Instructors, and issue to them on requisitions sent direct to him.

**Instructors' sub-ledgers.**

**183** Instructors are required to keep sub-ledgers of all stores issued to them by the Quarter Master for Stores; they are not to take on charge any stores or materials, except through the Quarter Master. Quarterly expense and conversion of stores in these ledgers will be accounted for as directed in para. 177.

These sub-ledgers are to be compared quarterly with the general store ledger.

**Loss of tools, &c.**

**184** In the event of tools, stores, &c., being lost or damaged on the works, the Officer under whom the works are conducted will investigate the circumstances, and send in a report to the Brigade Major for the information of the Commandant, stating against whom the loss would be charged, and the amount required to make good the loss or injury.

If the Instructor reports that the loss should fall on the public, a Board of Officers will be assembled to enquire into the circumstances, and the proceedings submitted for the Commandant's approval; but if the articles have been lost by negligence, the names of the Non-Commissioned Officers or Men to be charged will be published in Commandant's orders; the value of the article will be deducted from their next issue of working pay by the Captain of their Company, and by him paid to the Paymaster.







1.  
**APPENDIX I.**

*Leave of absence.*

*School of Military Engineering,*

*Chatham, .....187.....*

*Address.*

*I have the honor to request that you  
will submit for the favorable consideration of  
the Major-General Commanding that leave of  
absence may be granted to me from the  
.....to the*

*I have the honor to be,*

*Sir,*

*Your obedient servant,*

*The  
Commandant,  
S.M.E.,  
Chatham.*

*Recommended.*

*The  
Brigade-Major,  
Chatham Garrison.*

**NOTE.**—This form of application to be used by all Officers asking for leave from the Commandant for any period. The Officers under instruction will note at the \* by letters PMB and PBR that they have paid their mess bills and barrack rent.

The application to be initialed in the margin, as being recommended, by the Officer under whom the applicant is employed. The lower part of the form to be left for the Commandant's signature, when it has to be transmitted to the District Office.

Officers on the regimental staff and instructors applying for leave are to state in the margin the name of the Officer who will perform their duties during their absence.

The W.O. Form 728 for leave applications will be prepared, when necessary, in the office of the Brigade Major.

## APPENDIX II.

THIS REPORT TO BE DELIVERED OPEN AT THE BRIGADE MAJOR'S  
OFFICE BY NINE O'CLOCK A.M.

*Brompton Barracks, .....House,.....Room.*

*Sir,*

*I beg leave to report myself unwell and incapable of  
attending to duty.*

*Royal Engineers.*

*The Brigade Major, }  
Royal Engineers. }*

*.....187.....*

*Referred to.....who is requested to  
visit this officer and report on his state, and the nature of his  
illness.*

*Brigade Major, Royal Engineers.*

*Certified that.....is at present  
suffering from.....and  
unfit for duty in doors or out.*

*.....187.....*

**N.B.**—This document will be returned to the Surgeon in order that he may notify  
to the Brigade Major, in the following certificate, the Officer's recovery and fitness  
for duty.

*Certified that ..... is  
now recovered and fit for duty.*

*.....187.....*





### APPENDIX III.

#### DUTIES OF A SERJEANT OR OTHER N. C. O. IN CHARGE OF A SECTION.

He will call the roll of his Section whenever it is on parade, obtaining from the Orderly Corporal an explanation of the casualties, and reporting the state of his Section to the Company Serjeant-Major.

He will be responsible to the Officer Commanding the Company for the good order and cleanliness of the rooms under his charge, that the Barrack utensils and articles of furniture and bedding are complete and in good order, and that the arms and accoutrements are clean and serviceable, and that the clothing and regimental necessities of the men of his Section are complete, properly marked, and in good repair.

He will pay particular attention to the personal cleanliness of the men of his Section, and will see that their hair is kept cut according to order.

He will see that the N. C. Officers in charge of rooms are thoroughly acquainted with, and very exact in the performance of all their duties, more especially those connected with the discipline of the men in Barracks, the good order of the rooms, shelves, arms, and accoutrements, and the charge of the Barrack utensils, furniture, bedding, etc.; and he will always be ready to give to them and to the men generally any instruction in his power.

He will encourage the men of his Section to apply to him whenever they are in any trouble or difficulty, and will instruct them to forward all claims, complaints, and demands of whatever nature through him to the Serjeant-Major of the Company for communication to the Captain.

(39)

APPENDIX IV.

SCHOOL OF MILITARY ENGINEERING,  
Chatham,.....187...

1. *Attended all General Parades.*
2. *Attended Church Parade.*
3. *Visited the Barrack-rooms and Cook-houses on  
on , and  
on*
4. *Visited the Guard-room and Prisoners on  
and on*
5. *Visited the N.C.O.'s Mess and Regimental Recreation-rooms on*
6. *Visited the Canteen on*
7. *Visited the Regimental Schools.*
8. *Visited, the Infants' and Industrial Schools on*
9. *Examined and forwarded daily the reports of the Orderly Officers.*

SIR,—As Captain on Duty for the past week, I performed the undermentioned duties and found all correct, except as otherwise stated :—

REPORT.

The  
Supt of Military Discipline,  
Royal Engineers.

I have the honor to be, Sir,  
Your most obedient servant,

Captain, R.E.

SPECIAL REPORT.

INSTRUCTIONS.

Tour of duty commences Monday at 10 a.m., and expires the same hour the following Monday. Dress : Undress Order, except Drill or Church Parades. He will receive and forward without delay the Reports of the Orderly Officers. He will investigate and settle at once, or bring to the notice of the S.M.D., any complaints made by the Men. He will at once report any irregularity that may occur in the Barracks. In case of fire he will proceed immediately to the Guard Room Colonnade and take command of the Armed Party. This Report to be rendered by 11 a.m. on the day coming off duty.







SCHOOL OF MILITARY ENGINE  
Chatham,.....187.....

SIR,

As Orderly Officer I yesterday performed the undermentioned duties and found all correct, except as otherwise stated :—

### REPORT.

1. Visited the Rooms and Breakfasts of the and Companies at A.M.
2. Attended the First Parade and the Recruits Drill after it, from to A.M.
3. Inspected the following Guards previous to Mounting :—Regimental Guard at A.M.; additional Regimental Guard at P.M. and P.M.
4. Attended Orderly Room at A.M.
5. Visited the Rooms and Dinners of the and Companies at P.M.
6. Visited Guards and Sentries as below :—  
Regimental Guard at by day and at by night. Guard at by day and at by night.
7. Visited the Guard Room, Prisoners' Room, Regimental Cells, and each Prisoner at M. and M.
8. Attended Afternoon General Parade at P.M.
9. Inspected Cookhouses at M.  
„ Ablution Rooms at M.  
„ Latrines at M.
10. Visited the Canteen at P.M.
11. Collected Tattoo Reports, and saw Lights Out at P.M.
12. Attended the following Special or General Parades, viz. :—  
For at M.  
For at M.  
For at M.
13. M.
14. M.

I have the honor to be,  
Sir,  
Your most obedient servant,

The Captain of the Day,  
Royal Engineers.

Lieut., R.E.,  
Orderly Officer.

### SPECIAL REPORT.

### INSTRUCTIONS.

The Orderly Officer's tour of duty commences at Reveillé, and expires at the succeeding Reveillé. Dress: Drill order. The Orderly Officer and the Officer in waiting are not to quit the Barracks except in the performance of their duties. The Orderly Officer will, under the Captain of the day, be responsible for the quiet and regularity of the Barracks. He will, on visiting the Barrack Rooms, Guard Room, &c., see that cleanliness, ventilation, etc., are attended to (Q.R., sec. 15, par. 9). He will inspect the Kitchens and Cooking Apparatus daily after 3 p.m., and also inspect the Breakfasts of three Companies, and the Dinners of three other Companies (Q.R., sec. 7, par. 98). He will visit the Prisoners in Prisoners' Room and Cells daily (Q.R., sec. 6, par. 97). He will inspect all Guards previous to mounting (Q.R., sec. 8, par. 20). He will collect the Tattoo Reports, and see Lights Out (Q.R., sec. 15, par. 42). He will visit the Canteen (Q.R., sec. 15, par. 90). He will inspect all parties leaving the station. He will visit any Guards and Sentries furnished for Field Works, &c., both by day and by night. He will refer all Complaints of Meals to the Captain of the Day, to whom also he will refer in cases of difficulty. The Orderly Officer may personally order Sappers or Buglers one day's drill for inattention at parade or drill, noting the names and Companies in his report. Cases of Neglect of Duty on Guard are to be entered on his report. In the event of Fire in the Barracks or neighbourhood, he will proceed to the Guard Room Colourade. The Orderly Officer will personally hand his report to the Captain of the Day, on the day of coming off duty. The Guard to be visited after 11 p.m.

## APPENDIX VI.

INSTRUCTIONS FOR OFFICERS ATTACHED TO  
COMPANIES UNDER INSTRUCTION IN  
FIELD WORKS.

1. The Officers Commanding Companies of Royal Engineers under Instruction in Field Works (including the Field Work Depôt Companies) will be taken off the roster for Garrison duty except for Brigade Field Days, for which all those Officers except the Officer on Field Work duty will be available.

2. They will be responsible that the Non-Commissioned Officers and men of their companies qualify in the prescribed Course of Field Works. They will bring to notice any men who appear worthy of advancement, and also those who do not perform their duties satisfactory.

3. All the Officers of those Companies will be available for employment on Field Works for four days in each week, subject, however, (a) To their serving on Regimental Courts Martial and Courts of Enquiry on those days when necessary, (b) To the Subalterns taking their share of duty as Orderly Officer on those days when the number of Subalterns available for Military duty is less than four. They will attend daily at the Field Work Office at such hours as may be ordered.

4. On the remaining days the Officers—except the Officer on Field Work duty—will be at the disposal of the S.M.D.

5. An Officer of one of the Companies under instruction in Field Works will be detailed weekly as "Officer on Field Work Duty."

6. The Officer on Field Work duty, or other Officer (to be detailed by the Instructor in Field Fortification) belonging to the Companies under instruction in Field Works, will attend each Working Parade, and be present on the works during the whole of the working hours. He will visit the Schools and Model Sheds before the second working parade, and once during each day visit the several working parties, and check the strength of the working parties as often as may be necessary.

7. An Officer of each Company will, when possible, visit the Squads of his Company once during the day, and make himself acquainted with the proficiency of the men in the subject in which they are employed.

8. The tour of duty of the Officer on Field Work duty will commence at the 1st Working Parade on Monday mornings. On that day he will make himself acquainted with the work to be carried out during the week. The Officers of Field Work Companies will attend at the Field Work Office at 9 a.m.





on Saturdays, and make themselves acquainted with the detail of work for the ensuing week.

9. A Distribution Report (on F.W. 12) will be furnished to the Officer on Field Work duty as soon as possible after the first working parade, on which will be entered the numbers detailed for the several works, distinguishing whether they are on corps or instructional work.

10. The Officers visiting the working parties will, at their visits of the several parties, see that the numbers are correct, and that the men are employed according to the orders given, or ascertain the cause of any alteration.

11. On the following day the Officer on Field Work duty will examine and initial the Checks for the several parties, and will return them with the Distribution Report to the Instructor in Field Fortification. He will be responsible that the checks are correct as regards the total number of men and of working hours, but not as regards the names of the men or the rates of pay.

12. He will investigate the reports of broken or lost tools as soon as possible after the loss, and record on them his opinion as to whether the loss should fall on the public, or on any individuals, and in the latter case he will ascertain and report whether the men are willing to pay.

13. When not otherwise employed the Officers of Field Work Companies will examine such projects as may be referred to them, or draw up reports, etc. When examining projects they will make any corrections and remarks in the margin in pencil, and at the end mention whether the project has been well done, whether the report is clearly expressed and well arranged, and give any general remarks or suggestions they have to make. The remarks on the plan to be in pencil also.

14. When the Garrison Fire Party are provided by the Royal Engineers, the Officer on Field Work duty will, on alarm of fire, take the command of the fatigue party, should there be no Captain with the company detailed for that duty.

15. Any leave given by the Instructor in Field Fortification is only from Field Work duty.

## APPENDIX VII.

## REGULATIONS FOR S.M.E. FUND ACCOUNTS.

1. The accounts of each Fund are to be kept by the Secretary in a Ledger in which clear and separate entries are to be made of all sums received and expended, with reference by numbers to the vouchers by which they should be duly supported; and in such ledger a special account should be kept with the Treasurer, so as to show clearly the state of the Fund in account with him.

2. These Ledgers, completely made up for the preceding quarter, are to be balanced up to the last day of each quarter, inclusive, being closed on the morning of the 10th of the month succeeding the end of each quarter, and balance sheets drawn up as far as possible in accordance with the annexed Form, for the information of the quarterly Audit Board, are to be prepared by the Secretaries of Funds and sent to the Brigade Major.

These balance sheets are to be forwarded to the Brigade Major before the 15th of the month.

3. All money received on account of each Fund is to be paid to the Treasurer of the S.M.E. Fund.

All money, therefore, that may be received by the Secretaries of the several Funds will be handed over by them to the Treasurer, the object being that the full amount of all receipts and payments should pass through the Treasurer's books.

4. All bills will be made out, and all payments made on account of each fund as heretofore, by the Secretaries of those funds who will obtain the necessary funds by Cheques drawn on the Treasurer.

5. The Treasurer will keep a general account of all monies received and issued, as well as a separate account with each Fund.

6. On the morning of the 11th of each month, after the termination of each quarter, the Treasurer will balance his accounts to the end of the preceding quarter, and will, as soon as practicable afterwards, send an Abstract of the Balances of each Fund and of the General Account to the Brigade Major for the information of the Commandant.

7. The "Monthly List and Abstract" will be laid on the Library Table from the 7th to the 10th of each month, for inspection and signature of Officers.

8. Fractions of a penny (1d.) will be excluded from all Accounts with the S.M.E. Fund.

9. The Accounts of all Officers are to be paid on or before the 10th of each month; in case of errors occurring, Officers are to send in written Memoranda of the same to the Treasurer,







and the overcharge will be refunded as soon as the requisite vouchers can be obtained from the Secretaries. No alteration can be made in the Abstract when once made out.

10. Requisitions on the Treasurer by Secretaries for Cheques are to be sent in on or before the 10th of each month.

11. The Treasurer is responsible that there is always a Balance in the Agent's hands of from £150 to £200.

12. The Secretary of each Fund should keep an exact inventory of all the fitments and articles not saleable belonging to the fund, from which no article should be struck off except by a regular minute of the Committee of which he is Secretary, which should account for its disposal, and all articles newly purchased should be inserted in the inventory.

These inventories should be made up to the end of each quarter, and examined by the Committee and produced to the Audit Board, together with a certificate signed by a member of the Committee, who should not be the Secretary, to the effect that the articles included therein had been inspected by him and were all present and effective at the date of inspection, which should be made as soon as practicable after the termination of each quarter.

.....FUND.

BALANCE SHEET for Quarter ending.....186

LIABILITIES.		£ s. d.	ASSETS.		£ s. d.
Due to Treasurer S.M.E. Fund	- - -		In hand of Treasurer S.M.E. Fund	- - -	
" Mr. ....			" Secretary - - -	- - -	
" Mr. ....			Due from Mr. ....		
" Mr. ....			" Mr. ....		
			" Mr. ....		
			Value of Stock in hand (saleable)	- - -	
			" Fitments and effects—if known and		
			taken into account - - -	- - -	
Balance Cr. - - -			Fitments and effects—value not known, but		
			inventories thereof filled and kept by Secre-		
			tary : such inventories checked Quarterly,		
			and anything contained therein becoming		
			useless by fair wear and tear produced to		
			and struck off by the Board, and the alteration		
			initiated by the President of the Audit Board		
			Balance Dr. - - -		

Certified that every liability against the .....  
Fund is here shown.

.....SECRETARY.

.....SECRETARY,

.....Fund.





DESCRIPTION OF FUND.		ENTRANCE FEE.			ANNUAL SUBSCRIPTION.			
		£	s.	d.	£	s.	d.	
Compulsory.	Mess Fund	8	7	6	2	4	8	
	Band Fund	—	—	—	0	16	9	
	Barrack Rent	—	—	—	15	12	0	
	Servants' Fund (about)	3	0	0				
Voluntary for Not compulsory, but paid by every Officer in the Corps.	Corps Library	—	—	—	1	0	0	
	Professional Papers	—	—	—	0	10	0	
	Widows' Fund	—	—	—	2	16	0	
	R.E. Charitable Fund	—	—	—	1	0	0	
Voluntary for Not compulsory, but paid by every Officer in the Corps.	Cricket Club	—	—	—	2	5	0	
	Yacht Club	—	—	—	4	10	0	
	Racket Club	1	10	0	0	12	0	
	Garrison Recreation Ground	0	5	0	0	12	0	
	General Purpose Fund	—	—	—	0	12	0	
		£	15	2	6	31	18	5

## APPENDIX VIII.*a*

**SCHOOL OF MILITARY ENGINEERING.**

187

REQUIRED AS UNDER .....  
for the purpose of removing.....

No.	Rank.	Remarks.

**The**  
**BRIGADE-MAJOR.**

# MARCHING.....REPORT,.....CO., R.E.

*If the Detachment be 10 or over, W.O. Form 337 to be used.*

SCHOOL OF MILITARY ENGINEERING, CHATHAM.

Regimental Number.	Rank.	Name.	Going To or Come From, WITH DATE OF DEPARTURE FROM OR ARRIVAL AT S.M.E.	Arms and Accoutrements.*	Clothing and Necessaries.*	Regimental Documents.*	Pocket Ledger, made up.*	Complaints or Claims.*	Trade.	Rate of Working Pay.	Certificate of Education, and "Special Acquirements."	Remarks.—The several columns (*) to be filled in with "Nil," "Correct," or "See Back." All cases of Articles not in Good Order, not Properly Marked, or not Regimental Patterns, to be noted on Back. If Accounts not settled, and Rate of Working Pay not entered in Pocket Ledger, to be also noted on back. <i>The reasons for men joining or leaving to be given in Column of Remarks.</i>
			Company.	Station.	Date.							

N.B.—This Report to be handed personally to A.S.M.D., or in his absence, to Captain of Day. Men arriving, to parade at 10.30 a.m. on day after arrival (Regimental Order No. 4, 22-3-68).

S.M.D.,

{ SIGNATURE OF CAPTAIN  
COMMANDING COMPANY.

Inspected, and satisfied that above Report is correct.

A.S.M.D.,

or

CaPT. OF DAY.







## APPENDIX X.

*STANDING ORDERS. H.M.S. "HOOD."*

## GENERAL.

THE Standing Orders of the S.M.E. will be strictly adhered to, in as far as they are applicable to the ship.

The after ladder, leading to the upper or spar deck, is to be used only for communication to the Officers' Quarters. No N. C. Officer or Sapper is to go up or down this ladder, or to go on to the poop, except on duty.

The windows on the sleeping deck are to be opened as soon as the men go to breakfast, except in very stormy or wet weather, when, by permission of the Officer on duty, the windows on the weather side may be kept closed.

The bilge water is to be pumped out every morning, also the supply tanks on the upper deck are to be filled. After using the pumps for the water supply or bilge, the shifting arms of the pumps are to be at once turned on to the sea.

*Dress.*

All men going on shore are to conform to the Standing Orders of the Garrison and S.M.E. with reference to dress, &c.

When a parade is ordered, for the purpose of disembarking to take part in any drill or parade on shore, the detachment are to parade in the same order as the remainder of the Corps at Chatham.

The valise equipment is invariably to be taken off previous to entering boats.

Busbies and leggings are not to be worn on board ship.

Patrol jackets are to be worn by Officers for all parades on board.

*Smoking.*

Smoking on board is permitted only on the upper and main decks, and in the N. C. Officers' Mess; it is strictly prohibited on the lower and orlop decks (except in N. C. Officers' Mess).

Smoking is forbidden after "Out Lights," except by the Guard in Guard Room, and in the N. C. Officers' Mess up to 11.15 p.m. in summer, and 10.15 p.m. in winter.

The ship's lamps are not to be used for lighting pipes, or touched by any one except the lamplighter.

Lucifer or patent matches, and vesuvians, are not to be used on board.

*Bathing.*

Men who are good swimmers will, whenever it is practicable during the summer months, be allowed to bathe from the port staging at high tide.

A dinghy containing two life buoys, and manned by two of the boat's crew, will be in attendance.

Men are on no account to go further from the vessel than the boats anchored around.

Men who cannot swim will be taken over to the Creek twice a week by the Orderly Serjeant, on such days as the tide suits best with the working hours.

No men are to bathe without leave from the Orderly Officer.

#### *Precautions against Fire.*

A certain number of fire buckets are provided and kept on each deck. The Orderly Serjeant is responsible that they are always in their appointed places, and filled at all times with salt water; they are not to be removed from their places, or in any way meddled with, except in his presence. They are to be placed as under:—

SITE.	NO. OF BUCKETS.	HOW TO BE PLACED.
Upper Deck.	20	10 on port side. } forward of poop. 10 on starboard side.
Main Deck.	28	10 aft of Recreation Room—port side. 10 between gangway and lamp room,—starboard side. 8 do. do. do. Orderly Room—port do.
Lower or sleeping Deck.		10 forward of Sergeants' bunks—port side. 10 do. do. —starboard side. 10 aft of main hatch—amidships. 10 aft of Ablution Room—amidships.
Orlop Deck.	20	Aft of main hatch—amidships.

A fire picket of 1 Serjeant, 1 Corporal, and Sappers will be told off daily, and remain on board ready for any emergency.

The whole of the N. C. Officers and men are to be told off into watches,—the men sleeping on the port side being the “port watch,” and those on the starboard side the “starboard watch.”

The sea cocks of the fore and aft pumps, on lower deck, will always be turned on to the sea (except during the pumping of the bilge water). The delivery hoses will be fixed on to the pumps, ready for immediate use, every night at retreat.

The small Gossage's fire pump is to be kept near the starboard baggage port, with its suction and delivery hoses alongside. The Acting Quarter Master Sergeant is to inspect the pumps and hoses daily, and to immediately report if they be not in good working order.

On the discovery of a fire the sentry is to ring the ship's bell, and to continue to do so until the bugler sounds the “assembly.” The Corporal of the Guard is at once to arouse the Officers and





senior N. C. Officer on board; he is to fall in his Guard, remove prisoners from prisoners' room, and await orders. The Officer on duty is to proceed at once to the watches on lower deck, the others reporting themselves to the senior Officer.

The whole of the men (except boat's crew, guard and lamp-lighter), are to fall in by watches, and to be told off to work the pumps, use fire buckets, or such other duties as the senior Officer may deem advisable, according to the position and nature of the fire. On the men falling in strict silence is to be observed.

The boat's crew are to fall in on the main deck, and get all the boats ready without delay, furnishing each with its proper stores, and taking care that there is at least one life buoy with a coil of rope to each boat. The lamp-lighter is to proceed to the lamp room, light at once six bull's-eye lanterns, and await orders. Officers' servants are to go to the Mess Room and collect the plate, &c., ready for immediate removal.

All sashes or apertures likely to cause draughts are to be closed.

Fire alarms will be given occasionally, at least once in six months.

#### *Boat's Crew.*

A permanent boat's crew of 2 N. C. Officers and 10 Sappers are to be detailed for boat service between the ship and Gillingham Pier, and for such other duties connected with the ship or submarine mining as may be ordered. They may be changed when considered advisable for purposes of drill, discipline or instruction. The senior N. C. Officer of the boat's crew is to be responsible for the safe keeping and cleanliness of the boats, and for all oars, masts, sails, and other stores connected therewith.

The N. C. Officer in charge of the 11 p.m. boat will, on his return, moor alongside the companion ladder, and hand over to the Corporal of the Guard the big dinghy or jolly boat, for service during the night, if required. In the event of a boat being required between 11 p.m. and 6.30 a.m., two men of the Guard are to take over the boat moored alongside the companion ladder.

No boat is to leave the ship without the knowledge of the boat's crew, and unless permission has been obtained from an Officer. On the ball being hoisted at the pier, the dinghy is to be sent over immediately.

No oars or sculls are to be left in the boats belonging to the ship after 11.30 p.m.

#### *Regimental Guard.*

A guard of 1 Corporal, 2nd Corporal, or Lance-Corporal and 3 Sappers is to mount daily at 7.30 a.m., and to furnish one Flying Sentry, who is to be relieved every two hours.

The Corporal of the Guard is to see that the Orders of the ship are carried out, more especially with reference to fire precautions, smoking, and lights, and will carry out the Standing Orders of S.M.E. for N. C. Officers of Guard as far as they are applicable to the ship. He is to inspect all boats coming to the ship after retreat. He is to receive and initial the passes of men returning off leave, and to hand them to the Acting Serjeant-Major at 7 a.m. the following morning. He is to visit the main, lower, and orlop decks, and lamps at every relief after retreat, to see that all is correct and that there is no indication of fire. He is to pay particular attention to the safety of the stoves in the hold. The boats of the ship are under the care of the Corporal of the Guard, but any work required in the boats is to be performed by the boat's crew, whom he will call upon for that purpose when required. The Corporal of the Guard will take over from the N. C. Officer of boat's crew the big dinghy or jolly boat immediately after the return of the 11 p.m. boat. In the event of a boat being required between 11 p.m. and 6.30 a.m., he is to tell off 2 men of the Guard to man the boat alongside the companion ladder. If the cutter is required, he is to call the N. C. Officer in charge of boats.

In case of fire he is at once to—

(1) Order the Bugler on duty to sound the "Alarm" and "Assembly."

(2) Call the whole of the Officers and the senior N. C. Officer.

(3) Remove prisoners from prisoners' room.

(4) Fall in the Guard and await orders.

He is to mount the Sentry every two hours, and visit him at uncertain hours, at least 3 times during the night, between tattoo and reveillé.

#### *Orderly Corporal.*

An Orderly Corporal will be detailed weekly; he will take over the duties at 5 p.m. on Saturday; he is to keep a correct record and be responsible for the correct detail

He is to enter the names of any men reporting themselves sick in the "Sick Book," reporting the same to the acting Serjeant-Major. He is to parade the sick for the Surgeon's inspection. He is to attend all parades, call the roll at tattoo, make out a list of the men on leave, and give it to the Corporal of the Guard. He is to prepare all crimes and make out the sick report of prisoners by 9 a.m. He will be available for work when there are no prisoners or defaulters. He is to drill defaulters. He is under the orders of the Orderly Serjeant, to whom he is to







refer in cases of difficulty. He is to receive from the C.O. Orderly, and distribute to the men, all letters, papers, &c.

*Orderly Serjeant.*

An Orderly Serjeant will be detailed daily, and will take over the duty at 7 a.m. daily; he is to attend all parades, and be present during the calling of the roll at tattoo, and report all present, or as the case may be, to the Officer on duty; he is to remain on board during his tour of duty, unless permitted to give over his duty to another Serjeant. He will at once bring to the notice of the Officer on duty any irregularity that may occur. He is generally responsible for the quiet and regularity of the ship; he has the general superintendence of the Orderly Corporals, and the defaulters at extra drill; he is responsible that the fire buckets on each deck are in their appointed places, and filled with salt water; he is responsible that the lights are extinguished at the proper hour; he is in charge of the fire picket; he is responsible that the sea cocks of the fore and aft pumps on the lower deck are at all times turned on to the sea, except during the pumping of the bilge; that the delivery hoses are fixed on to the pumps every night at retreat, and that the fire pump on the orlop deck is kept (when not in use) near the starboard baggage port with its suction and delivery hoses alongside of it. He is to mount and inspect the Guard previous to reporting to the Officer on duty; he is responsible that prisoners for trial or for Head Quarters are, with their escorts, witnesses, &c., clean and properly dressed on leaving the ship.

# APPENDIX XI.

## HOURS FOR PARADES ON WORKING DAYS.

SUMMER HOURS.	1st Working Parade.	Breakfasts.	General Parade.	2nd Working Parade.	Dinners.	3rd Working Parade.	Leave off Work.	Number of Hours' Work.
1st April to 30th Sep.	a.m. 6.0	a.m. 7.15	a.m. 8.0	a.m. 8.15	p.m. 1.0	p.m. 2.0	p.m. 5.30	hours. 9½

WINTER HOURS.	Breakfasts.	General Parade.	1st Working Parade.	Dinners.	2nd Working Parade.	Leave off Work.	Number of Hours' Work.
1st Oct. to 30th Nov.	a.m. 7.15	a.m. 8.0	a.m. 8.15	p.m. 1.0	p.m. 2.0	p.m. 5.0	hours. 7¾
1st Dec. to 31st Jan.	a.m. 7.15	a.m. 8.0	a.m. 8.15	p.m. 1.0	p.m. 2.0	p.m. 4.0	hours. 6¾*
1st Feb. to 31 March	a.m. 7.15	a.m. 8.0	a.m. 8.15	p.m. 1.0	p.m. 2.0	p.m. 5.0	hours. 7¾

## HOURS FOR WORK FOR R.E. TRAIN.

Leave Stables	-	-	-	-	8.30 a.m.
On the Works	-	-	-	-	8.45 "
Return to Stables to arrive at	-	-	-	-	12.45 p.m.
Leave Stables	-	-	-	-	2.0 "
On the Works	-	-	-	-	2.15 "
Leave off Work	-	-	-	-	4.30 " in Summer.
Do.	-	-	-	-	4.0 " in Winter.
----- b Work	-	-	-	-	6¾ Summer.
Do.	-	-	-	-	5½ Winter.

\* One hour School, after work, for Men under Field Work Instruction in addition.





APPENDIX XII.

PARADES FOR QUARTER MASTER SERJEANT  
INSTRUCTORS.

QUARTER MASTER SERJEANT INSTRUCTORS.	SUMMER.				WINTER.			MUSTER.
	A.M. 6.0 First Working Parade	A.M. 8.0 General Parade	A.M. 8.15 Second Working Parade	P.M. 2.0 Third Working Parade	A.M. 8.0 General Parade	A.M. 8.15 First Working Parade	P.M. 2.0 Second Working Parade	
FIELD WORKS.	A	A	A	A	A	A	A	A
SCHOOLS.								
Survey ...	E	A	A	E	A	A	E	A
Construction ...	E	A	A	E	A	A	E	A
Printing ...	E	A	A	E	A	A	E	A
Telegraph ...	E	A	A	E	A	A	E	A
Photograph ...	E	A	A	E	A	A	E	A
Chemistry ...	E	A	A	E	A	A	E	A
Signalling ...	E	A	A	E	A	A	E	A

Quarter Master Serjeant Instructors for Submarine Mining attend all parades for instruction on board H.M.S. "Hood" and Muster.



Superintendent of Military Discipline ; Surgeon Major ; Assistant Superintendent of Military Discipline ; Paymaster ; and Quarter Masters ; and will then show them to the Regimental Serjeant-Major.

When the Orders are issued in manuscript he will read them to the Orderlies, and then show them to the Officers named above.

In all cases he will leave the Order Book in the place appointed in the Officers' Mess at the first mess bugle.

The Book will be removed to the Guard Room at 11 p.m. by the Serjeant of the Night Guard, who will hand it over next morning, when the Guard is relieved, to the Orderly Room Clerk.

He will attend all Drill and Working Parades (1st Working Parade in Summer excepted), and will collect the reports and give them to the Serjeant-Major.

He will bring with him on parade the copy of the Orders, and on drill days the Officer's card, and will hand them to the Adjutant.

He will on no account quit the Orderlies' Room without leaving the senior Orderly Corporal in charge.

He is not to leave the Barracks except on duty, and then not without giving over his charge to the senior Orderly Corporal, who is responsible during his absence.

He will inform the Serjeant-Major of anything unusual which may come under his notice.

He will not allow the Orderly Corporals to quit the Orderly Room without his permission.

He will be responsible that the N.C. Officers and Men ordered for work on drill and field days parade by Companies, the roll being called by the Orderly Corporals. He will then collect the reports, after which the men will fall in by parties and march off to their respective employments.

He will leave the Arrival and Departure Book and Report of Absentees at the Serjeant Major's Office previous to going off duty.

He is allowed one hour for dinner ; and his duty expires after the Night Guard has been mounted, provided that he has distributed the Orders.



## APPENDIX XIV.

## DUTIES OF ROLL-CALL SERJEANTS.

THIS duty is divided into four sections :

A section—A and B Houses.

B       "       C       "       D       "

C       "       K       "       L       "

D       "       North Square (R.E.T. and A.S.C. excepted)  
and Huts.

Four Serjeants are detailed daily—one for each.

They will parade in front of the Guard Room, in clean fatigue dress, with side arms and gloves, at the 1st post, and be mustered by the senior present.

The roll will commence at either end of the sections alternately ; the Serjeants detailed will attend during the whole of the time it is being called by the Orderly Corporals, and are responsible that the same is conducted properly and in good order. Should any man be asleep in bed, the Serjeant will take the report from the N.C.O. of the room.

Any man who is answered for at the Recreation Room he will note the name of, and will proceed there at the conclusion of roll call with the Orderly Corporals (such men should have ~~given their~~ names to the Orderly Corporals prior to the roll being called).

They will receive the report of all absentees from the Orderly Corporals, and parade again in front of the Guard Room ; the senior Serjeant handing over the report to the Orderly Officer.





## APPENDIX XV.

## REQUISITION FOR PRINTING.

From.....

S.M.E.,.....187...

Name of Book or Form.	No. of Copies.	Nature of Binding (if any).	Remarks.	Commandant's approval and order for charging expense.

The BRIGADE MAJOR,  
Royal Engineers.Signature of Officer {  
making Requisition. { .....

for

From.....

S.M.E.,.....187...

Title of Subject.	No. of Prints Required.	Whether Lithographs, Zincographs, Papyrotypes, or Phototypes.	Remarks.	Commandant's approval and order for charging expense.

The Brigade Major,  
Royal Engineers.Signature of Officer {  
making Requisition { .....

## APPENDIX XVI.

## DUTIES OF COMPANY ORDERLY CORPORAL.

An Orderly Corporal for each Company will be detailed weekly.

He will take over his duty immediately after the afternoon parade on Saturday, and will receive from the Orderly Corporal going off duty a statement of all casualties that may affect the duty roll of his Company.

He will have his roll book at all times correctly filled up so as to be able to account for the men of his company at any time.

He will always be correctly dressed.

He will be under the orders of the Orderly Serjeant, attending his Company at all parades, and reporting all casualties, etc., to him. He will himself ascertain that any men reported absent by the N.C. Officers in charge of sections are actually absent, with the view of being able to give evidence as to their absence.

He will never leave the Orderlies Room (even for a short time), except when actually required by his duties, without the permission of the Orderly Serjeant or the N.C. Officer doing his duty, whom he will inform where he can be found. He will not quit the Barracks, except by permission of the Adjutant between the hours of 8.30 a.m. and 7 p.m., and he must not sleep out of the single men's quarters of his Company except by providing an authorized substitute.

He will—every morning before the first parade—go round the whole of the rooms of his company to ascertain what men are sick, and will give their names, together with the necessary information for filling up the Sick Book, to the Orderly Corporal for the sick.

He will collect all passes before 6 p.m. of the previous day, and take them to the Company Serjeant Major.

He will prepare the morning states, crimes, reports, etc., of his Company, obtaining the signature of the Officer Commanding the Company, and handing them to the Orderly Serjeant by 9 a.m. He will also warn all witnesses against prisoners of his Company. When the witnesses belong to other Companies, he will give their names to the Orderly Corporal of that Company.

He will see that all men reporting themselves sick (unless seriously ill) take their kits, arms, etc., to the company store before going to the medical inspection room.

He will call the roll at breakfast, dinner, and tattoo, reporting all absentees to the Orderly Officer.

He will, as soon as possible after a man is reported absent, made a prisoner, or taken seriously ill, take his kit, arms, etc.,





to the company store, where he will make an inventory and deliver it with the necessaries into the charge of the Company Serjeant Major or Pay Serjeant, taking a receipt; and he will be careful to keep a list of the deficiencies in the kits of men absent without leave during his tour of duty for reference when giving evidence before court of inquiry or court martial.

On a man's return he will immediately attend at the Guard Room and see what articles the man has in his possession or on his body. He will receive from the Pay Serjeant the necessaries of men returning off leave, or from absence, and of those discharged from prison.

He will attend at the Bugle Major's Room at 8 a.m., 11 a.m., and 6.30 p.m. daily (Sundays 8 a.m. only), to receive from the Bugle Major all letters, etc., for his Company, and will be responsible for their safe custody and delivery. Those received at 8 and 11 a.m. he will hand to the men at dinner; those received at 6.30 p.m. the next morning at breakfast, unless he can conveniently deliver them personally to the men before that hour.

He will copy all orders relating to his Company from the Regimental Order Book, and show them to the Officers, Company Serjeant Major, and Pay Serjeant of his Company as soon as possible. He will be careful to warn all witnesses for Courts Martial, Boards, &c., applying to the Serjeant Major for escorts when required.

He will attend the Orderly Room at the hour appointed for seeing the prisoners, etc., and will not leave until dismissed by the Orderly Serjeant.

He will ascertain from the Company Serjeant Major the names of the Cook's Mates for each day; all duties to be warned at the midday parade on the previous day.

He will see that the dinners of men sent to Fort Pitt are ready to be taken there by the Sick Orderly.

He is responsible that the Cook's Mates take to the Guard Room at sunset the beds of such men as are in cells or the prisoners' room and are entitled to them; and that they remove them at *reveill  * the following morning.

He will see that the prisoners have taken to them at *reveill  * such articles of cleaning traps as may be necessary, causing them to be removed an hour later.

He will see that the prisoners at large report themselves to the N.C.O. of the Guard by the first parade.



## APPENDIX XVII.

## DUTIES OF ORDERLY CORPORAL OF THE SICK.

THE Orderly Corporal for the Sick will take over his duty at *veille*, obtaining from the Orderly of the previous day all information necessary for carrying out his duties.

He will obtain from the Orderly Corporals of Companies before the first parade the names of men reported sick, together with all information necessary for completing the sick book.

He will call the roll of the men reported sick at the first parade, and will warn them when and how to parade for the Surgeon's inspection.

He will march the sick to and from the medical inspection room, and attend on the Surgeon during his inspection. Immediately after coming from the medical inspection room he will march the men ordered into hospital to Fort Pitt. On all occasions, before marching men to Fort Pitt, he will report himself to the Adjutant.

The Sick Report is to be taken to the Clerk in the Field Work Office as soon as the Sick Orderly returns from the medical inspection room and has handed over the men returned for duty to the Orderly Serjeant; it is then to be shown to the Serjeant Major.

He will apply in the morning to the Ward Master, Royal Engineers, at the hospital, for any requisitions for stationery, etc., required by the patients, and will deliver them to the Pay Serjeants of Companies. Before proceeding to Fort Pitt in the afternoon, he will obtain all the stationery, etc., from the Pay Serjeants, and will deliver them to the Ward Master.

He will take to Fort Pitt, at 2 p.m., the dinners of men admitted into hospital, and will march back to barracks any men discharged from hospital, reporting himself on arrival to the Orderly Serjeant.

He will attend at the appointed time at Fort Pitt to receive men who have been detained for the day.

He will always be correctly dressed, and ready to take men reported sick before the Surgeon.

His duty will not expire until *veille* the following morning.

He will never leave the Orderlies' Room (even for a short time) except when actually required by his duties without permission from the Orderly Serjeant or other N.C.O. doing his duty, whom he will inform where he can be found. He is on no account to sleep out of barracks, and he should give over the No. of his room to the N.C.O. of the Guard.





He is responsible that the men admitted into Hospital take with them their blacking and brushes.

On return from Fort Pitt, he will hand the Sick Report to the Orderly Room Clerk for the information of the Adjutant.

He will at 10.15 a.m., and at 2 p.m., clear of letters, papers, etc., the box marked "Fort Pitt," and deliver them at the Hospital to the Ward Master.

## APPENDIX XVIII.

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DUTIES OF ORDERLY CORPORAL FOR  
EXTRA DRILL.

THE Orderly Corporal for extra drill will commence his duty at *reveillé*, taking over at tattoo the previous day, from the Corporal he relieves, the names of all defaulters, and the necessary information for carrying out his duty.

He will parade the defaulters opposite the Guard Room at the hours appointed.

He will be under the orders of the Orderly Serjeant, and will always appear correctly dressed.

He will be responsible that the defaulters perform the drill and fatigues laid down, and that they answer their names every half hour until tattoo, commencing at half-an-hour after drill on week days, and at 2 p.m. on Sundays, and he will inspect their kits 5 minutes before the expiry of each hour's drill.

He will never leave the Orderlies' room (even for a short time) except when actually required by his duties, without the permission of the Orderly Serjeant (or in his absence the Senior Orderly), whom he will inform where he can be found.

He will deliver to the Orderly Serjeant, before 9 a.m. the following day, a return of the drills, fatigues, and roll calls performed by the defaulters during his tour of duty.

He must be very particular that the defaulters when at drill are attentive and properly dressed.

He will attend at the Orderly Room at the hour appointed, and take a list of the names of all men awarded punishment.

He will receive orders from the Serjeant Major how the defaulters are to be employed when on fatigue.

No defaulter to be excused drill except by an order from proper authority.

The defaulters will be employed on Sunday morning from 6.30 to 7.30 a.m. in summer, and 7.30 to 8.30 a.m. in winter, at fatigue, under the Quarter Master for Barracks, from whom the Orderly Corporal will receive instructions.





## APPENDIX XIX.

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### DUTIES OF COOKS' MATES.

ONE Cook's Mate will be detailed daily for two rooms, and will come on duty at *reveillé*.

At *reveillé* they will take over the buckets, brooms, mops, &c., from the cooks' mates of the preceding day. They will open the windows, take the urine tubs to the back yard, and, after emptying, fill them half full with clean water ; and they will sweep out the rooms and stairs.

They will clean the tables and forms, lay out the tables, and prepare for breakfast. They will parade for drawing rations daily at the appointed hours, with their tin dishes clean, under the Pay Serjeant.

They will attend at the cooking houses a quarter of an hour before each meal, and assist in carrying messes to the rooms.

Half an hour after breakfast they will have the rooms, passages and stairs swept again.

They will not quit their rooms, except in the performance of their duty, and then they will lock the doors and take the keys with them.

They will have charge of everything in their rooms.

They will prevent any man from meddling with the kit or property of another, unless in presence of a N. C. Officer.

They will allow no strangers to enter, and no articles of necessaries or barrack furniture to be removed.

The Roster of the cooks' mates will be kept by the Company Serjeant Major, and a copy pasted on the back of the door.

The urine tubs are on no account to be used for carrying water to wash out the barrack rooms.



## APPENDIX XX.

### FORMS FROM REGIMENTAL SCHOOLS.

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(a) Attendance of School Assistants on the 3rd of each month.

(b) Monthly School Report on the 7th of each month.

(c) List of Children Paying School Fees on the 3rd of each month.

(d) Quarterly Return of ditto on the second of first month of a quarter.

(e) Pay Lists of Schoolmasters, Schoolmistresses, and Assistants three days before the end of each month.

(f) Requisition for School Materials on 1st of June and 1st December.

(g) Half-yearly Report, Form D, on 28th February and 31st August.

Returns (a) (c) (e) are sent to the Paymaster, School of Military Engineering.





[illegible]

**Instructor in**  
**Field Electric**

## APPENDIX XXII.

### ORDERS FOR SERVICE COMPANIES UNDER INSTRUCTION IN FIELD WORKS.

1.—The average duration of the Short Course in Field Works for Service Companies is 60 Working Days.

2.—On the days on which a Company is engaged in this Course of Instruction, the Officers, Non-Commissioned Officers, Rank and File, and Buglers, are to have an overslaugh of all tours of garrison and regimental duties, but this is not to prohibit the attendance of the Officers Commanding the Companies at the Orderly Room at the regulated hour, nor as regards Non-Commissioned Officers, to interfere with the roster for sections and patrols, nor the Company duties of Orderly Corporal, Cooks, and Cooks' Mates.

The Company with its Officers may also be detailed for all regimental duties on such days during the Course as may be specially approved of by the Commandant; the days when the Company is thus detailed are not to be reckoned in the number allotted to the Course.

3.—It is an essential feature of this Course that the Company Officers should be at all times as much as possible present with their Company. The hours of their attendance, the details of the duties to be performed by them, and the method of utilizing their services generally will be arranged by the Instructor in Field Fortification.

4.—The Working Pay Checks are to be signed by the senior Officer present with the Company.











## APPENDIX XXIII.

## ORDERS RESPECTING PASSES, &amp;c.

1.—Passes and furloughs will be issued under these regulations to well-conducted men on the recommendation of Officers commanding Troops and Companies.

2.—N. C. Officers and Sappers are not permitted to leave the barracks before 10 a.m., except those married with leave and permitted to live out of barracks, when they must be in possession of periodical passes. No man is permitted to leave the barracks during working hours, except with a pass initialed by the Officer under whom employed, and signed in the usual way at the Orderly Room.

3.—N. C. Officers and Sappers married without leave are not permitted to sleep out of barracks unless they obtain a pass for the night.

4.—Men are prohibited from applying for passes until two months from date of award of Regimental entry, or of termination of imprisonment; one month from date of award of Company entry of over 3 days C.B. Men who have been punished by less than 3 days C.B. may apply for passes, but they will not be granted them to the detriment of better conducted men.

Any man losing his Pass, or neglecting to give it up to the N.C. Officer of the Guard on his return to barracks, is liable to be deprived of his leave for a fortnight.

5.—All Passes to be applied for on the regular forms, which can be obtained at the Canteen and Recreation Room, and no alterations are to be made.

No. 16—*White*—After all parades to 11 p.m. the same day.

No. 16—*Blue*—From after all parades one day to the first parade or duty on the following day.

No. 16—*Green*—From after all parades on Saturday to 11 p.m. the following day.

No. 16—*Pink*—From after all parades on Saturday to the first parade or duty on the following Monday.

No. 16—*Brown*—All other description of leave under 48 hours.

No. 17—*Yellow*—All leave over 48 hours and under 14 days.

6.—Coloured Passes for the Garrison and for the neighbourhood, within a radius of 8 miles (which includes Gravesend and Maidstone) will only, as a rule, be granted to married men. On such passes the word "Married" to appear under "Where Going," and the address to be given; the cases of any men with friends at whose houses they could sleep, may be specially submitted after enquiry has been made.

Men applying for Coloured Passes to leave the Garrison will state from what station and by what train they propose to proceed to their destination, and at what hour they will arrive at the station on their return.

7.—An application for Pass extending over any working hours must be initialed by the Officer under whom employed, to show that the man can be spared from the works. Similarly, Passes for Recruits at drill to be initialed by the Adjutant, if for any period affecting drill instruction.

8.—All applications for Passes to be put into the Letter Box at the Company Pay Office by 6½ p.m.; those for any period between Friday morning and the following Monday to be sent in by 6½ p.m. on Thursday.

9.—The Company Serjeant Major will examine and initial the applications for Passes, and forward them to the Captain, noting if not eligible or for duty.

10.—No Pass must be recommended, except under the most urgent circumstances, for any period extending over the last day of a month; nor must a Pass, after tattoo, be recommended in the case of a N. C. Officer or Sapper under orders to quit the Station the following day; nor for a Court Martial witness. The Captain must invariably submit such passes personally to the S.M.D.

11.—The number of men to be absent from the barracks at tattoo on any night must not exceed 25 per cent. of the strength actually at the station. This number is to be inclusive of N. C. Officers and men married with or without leave. Captains will be careful that there are sufficient N.C. Officers left in barracks, at least one per room; they are also requested to see that N. C. Officers and men married without leave do not obtain Passes to the prejudice of the single men.

12.—Those Passes that the Captains recommend must be initialed by them, and forwarded to the Orderly Room by 9 a.m.; those for any period between Friday morning and the following Monday morning to be sent in by 9 a.m. on the Friday.

13.—All interlineations or erasures in a Pass are to be initialed by the Captain.

14.—Married men are not to be in the streets after tattoo, except on Pass. Their wives are not permitted to pass in or out of barracks after tattoo. Passes for the evening expire at 11 p.m. No man is to be in the streets after the above named hour, except on his way back to barracks from the Railway Station.

15.—When a Sapper or Bugler is granted a Furlough or Pass to proceed to a distance, he will be marched down to the Railway Station by a N. C. Officer, who will deliver the Pass to the man after seeing that he has taken a return ticket (or single ticket, if return be not procurable) to the place mentioned on the Pass, or to the greatest distance possible in its direction.





## APPENDIX XXIV.

## SCHOOL OF MILITARY ENGINEERING.

## WEEKLY REPORT OF OFFICERS ON.....COURSE.

CHATHAM,.....187...

Rank.	Name.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Sunday.	Remarks.

The Commandant, S.M.E.

Instructor.

ing Leave.

Leave by Instructor.

S—Sick.

# APPENDIX XXV.

..... COURSE.

## MONTHLY REPORT OF OFFICERS OF THE ROYAL ENGINEERS UNDER INSTRUCTION IN THE ABOVE COURSE.

*School of Military Engineering,  
Chatham,.....187...*

Rank.	Name.	No. of Days Expended.			Proportion of Work completed.	Progress and Application.	Remarks.
		At Work.	Sundays.	Short Leave.	Total.		
.....	.....	.....	.....	.....	.....	.....	.....

*The Commandant,*

*School of Military Engineering.*

*Royal Engineers,*







# APPENDIX XXVI.

## COMPANY, ROYAL ENGINEERS.

### DESCRIPTIVE RETURN OF

SCHOOL OF MILITARY ENGINEERING, CHATHAM, 187...

Regimental Number.	Rank.	Name and Initials.	Age (Years and Months).	(Years and Months).	Service (Years and Months).	Whether Re-engaged	Married	Establishment, or Without	Single.	Character.	Class of Certificate of Education.	For what School or Employment.	Rate of Working Pay.	Enlisted Trade.*	Date of Return from Foreign Service.	Where usually Employed.	Remarks.

\* Any "Special School" Certificates to be noted in last column.  
 N.B.—If for Volunteers for Ordnance Survey or India, Class A, B, or C, Detacher Sheets to be attached. Also, for Lance-Corporals or Special Schools, Detacher Sheets to be attached.

The S.M.D., Royal Engineers,

Chatham.

Co. S.M.

Commanding Company.

....., Capt., R.E.,

## ANNUAL ESTIMATE, 187

PROBABLE NUMBER UNDER INSTRUCTION.

[illegible]

**DETAIL OF ARTICLES REQUIRED.**

[illegible]





## APPENDIX XXVIII.

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INSTRUCTIONS FOR THE PREPARATION OF PAY  
LISTS FOR WORK AND SERVICES CARRIED  
OUT UNDER THE INSTRUCTOR IN  
FIELD FORTIFICATION.

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1.—The Daily Checks for the works and services chargeable to the vote for "Working Pay, School of Military Engineering," will be made out by the Non-Commissioned Officer in charge of each party, those for the Field Work Squads being checked and countersigned by the Quarter Master Serjeant Instructor, the others by one of the Serjeants Major, or by the Foreman of Lower Workshops.

2.—The Daily Checks for "Vote 13 Services" will be made out by the Company Serjeants Major, or other Non-Commissioned Officers appointed for the purpose, and countersigned by the Foreman of Works.

3.—The abstract of each Daily Check for "School of Military Engineering Services" will be checked and entered in the Field Work Office, and those for "Vote 13 Services" in the Workshop Office.

4.—All the Daily Checks will then be passed to the Captains of Companies to make out Weekly Checks.

5.—There will be a Weekly Check for each Company, showing the total number of hours work for each man and the total amount due to him for Working Pay.

6.—The Weekly Checks will be made out on Mondays from the Daily Checks by the Company Serjeants Major, and certified by the Officer commanding the Company, who will be responsible that the individual Non-Commissioned Officers and men were employed under the Instructor in Field Fortification on the days for which Working Pay is claimed.

7.—The abstract of the Weekly Checks will be checked in the Field Work or Workshop Offices from the abstracts of the Daily Checks which have been previously recorded.

8.—In case of any difference the Daily Checks will be referred to, and the error investigated and rectified.

9.—The Pay Lists (W.O.F. 1194) will be prepared in the Field Work and Workshop Offices for Votes 1 and 13 respectively.

## APPENDIX XXIX.

### INSTRUCTIONS FOR OFFICERS AND COMPANY SERJEANTS MAJOR OF COMPANIES UNDER INSTRUCTION IN FIELD WORKS.

1.—With reference to Paragraph 3 of printed Instructions referred to in Commandant's Order, No. , dated 6th May, 1873, all the Officers of Companies under Instruction in Field Works will, from Tuesday to Friday in each week, inclusive, call at the Field Work Office at a little before the hour fixed by the S.M.D. for Orderly Room, and will note any Orders or Papers placed in the pigeon holes assigned to each Company.

2.—Any Subaltern Officer not employed in one of the Military Duties specified in the Paragraph referred to, and to whom a special Field Work Duty may not have been assigned, will report to the Instructor in Field Fortification (or the senior Assistant Instructor present) for instructions as to the duty he is to carry out.

3.—The Company Serjeant Major will assist the Officers of their respective Companies in the performance of the duties enumerated in Commandant's Orders, No. , dated 6th May, 1873.

4.—It will be the duty of each Company Serjeant Major to know how each Non-Commissioned Officer and Sapper of his Company is employed each day, so that he may be in possession of all information necessary to enable him to be responsible to the Officer Commanding his Company for the accuracy of the weekly checks, which, in accordance with the above quoted order, he has to prepare.

5.—The Company Serjeants Major, being in receipt of working pay, it is their duty to be present on the works whenever not occupied on necessary Company duty, for which they may have received orders, from the Officer Commanding their respective Companies, to leave the works.

6.—The Company Serjeants Major will visit, as frequently as circumstances will admit, any Non-Commissioned Officers or Sappers of their Companies not immediately employed under Quarter Master Serjeants, and bring to the notice of the Instructor in Field Fortification any case of idleness or want of discipline, or disobedience of orders on the works. They will bring to the notice of their respective Captains any Non-Commissioned Officer or Sappers who perform their duty and carry out their work with zeal and skill.

7.—The Company Serjeants Major will take especial care to instruct the Lance-Corporals of their respective Companies in the duties they have to perform on the works.











8.—The Company Serjeants Major will, in the books supplied for the purpose, keep up, daily, a diary of the duties which they have performed on the works, and the parties they have visited, and they will record the steps taken on any orders which may be entered therein for their guidance. The books are to be left by 9. a.m. each day in the pigeon holes designated for the companies in the Field Work Office.

9.—The Field equipment of tools of each Company will be in charge of the Company Serjeant Major.

10.—The tools required for daily use of Squads will be placed, by each Company Serjeant Major, in charge of a Non-Commissioned Officer of their Company attending for employment with the Squad, who will be responsible that the tools, &c., are returned and properly stored, reporting at once, on Field Work Form No. , any damage or loss.

11.—They will, provided it does not interfere with the duties for which they may have been detailed, attend at the Royal Engineer Park to superintend the issue of tools, &c., required by the squads of their Company.

12.—They will also, when necessary, attend and see that the tools are returned and stored in accordance with orders, on completion of each day's work.

13.—They will, in conjunction with the Non-Commissioned Officer in charge of stores, or one of the Storeholders, inspect the tools and equipment at least once a month, and will report any damage or loss, if not already reported.

14.—The Company Serjeants Major will be held responsible for the transfer of stores from one Non-Commissioned Officer to another, and for replacing the Non-Commissioned Officer of squads who may be on duty by another acting, so far as regards charge of tools, under their orders.

15.—All tools, &c., found on the Field Works will be handed over to the Non-Commissioned Officer in charge of stores, the Non-Commissioned Officer in charge of the party finding the same reporting the circumstances in writing. This report will be sent to the Instructor in Field Fortification with a view to tracing the losers.



## APPENDIX B.

ROLL OF N. C. OFFICERS & SAPPERS EXEMPTED  
FROM DUTIES AND PARADES.

## S.M.E. REGULAR EMPLOYMENT.

OCCUPATION.	DUTIES.													
	REGIMENTAL.							Co.		PARADES.				
	Day Guard.	Night Guard.	Patrol.	Sections.	Orderlies.	Canteen Orderly. Brompton Hqs. & Huns' Gates.	Fatigues.	Sick and Drill Orderly.	Orderly Corporal.	Cook's Mate.	Escort Duty.	Field Days.	Saturday Marching Order.	Adjutant's Drill.
Senior Clerk, Commandant's Office.....														
Orderly Room Clerk .....	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Field Work .....	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Paymaster .....	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Qr. Mr., Stores .....	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Charge of Institute.....	E	A	A	A	E	A	E	E	E	E	E	E	E	E
Charge of Model Room....	E	A	A	A	E	A	E	E	E	E	E	E	E	E
Charge of Offrs.' Library	E	A	A	A	E	A	E	E	E	E	E	E	E	E
Clerks and Draughtsmen in Offices.....	E	A	A	A	E	A	E	E	E	E	E	E	E	E
Messengers .....	E	A	A	A	E	E	E	E	E	E	E	E	E	E
Storemen .....	E	A	A	A	E	E	E	E	E	E	E	E	E	E
DETACHED.														
Clerks and Draughtsmen, } C.R.E. Department.....	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Employed on Works, } C.R.E. Department.....	E	E	E	E	E	E	E	E	E	E	E	E	E	E
UNDER INSTRUCTION IN SPECIAL SCHOOLS, AND EMPLOYED IN SCHOOLS.														
UNDER INSTRUCTION.														
M.F.W. Class .....	E	A	A	A	E	A	E	E	E	E	E	E	E	E
Drawing Class .....	E	A	A	A	E	A	E	E	E	E	E	E	E	E
Printing, Survey, and Indian Schools.....	E	A	A	A	E	A	E	E	E	E	E	E	E	E
Lithography, Photogra- phy, Chemistry, and Telegraphy .....	A	A	A	A	A	A	E	A	E	E	E	A	A	A
Machinery Class .....	E	A	A	A	E	A	E	E	E	E	E	A	A	A
Signalling .....	E	A	A	A	E	A	E	E	E	E	E	A	A	A
EMPLOYED.														
Construction, Printing, Lithographic, Photo- graphic, Chemical, Telegraphy, & Survey Schools .....	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Signalling Class .....	A	A	A	A	A	A	A	A	A	A	A	A	A	A

A Signifies available for the duty or required to attend the parade.

E Signifies exemption from the duty or parade.

- Indicates the parades or duties are not applicable to the individuals.

\* Application to be made to Brigade Major for exemption. Only required to attend these drill parades once a fortnight.

† Same exemptions will apply to N. C. Officer in charge of stores R.E. Park, and the Check Clerk in Workshops.



























